



## South Sudan Program

### JOB OPPORTUNITY – PROJECT ADMINISTRATIVE ASSISTANT (One Position)

Catholic Relief Services (CRS) is the overseas relief and development agency arm of the United States Conference of Catholic Bishops. It was founded 1943 and works in over 100 countries globally. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peacebuilding, Agriculture, Health, Education, and Income Generation. CRS' work reflects and expresses the principles of Catholic Social Teaching however CRS assists persons on the basis of need, not race, creed, or nationality. Catholic Relief Services South Sudan Program wishes to recruit highly competent, proactive and self-driven person (**South Sudanese National only**) to fill the position of Project Administrative Assistant to be based in **Rumbek**.

#### **PURPOSE OF THE POSITION:**

To support the Peacebuilding and Governance program specifically in the implementation of the Conflict Early Warning Early Response System (CEWERS) for Southern Sudan in Lakes state.

The Project Administrative Assistant will report to the SPM and assist him/her with the overall management of administrative functions of the Rumbek Office. Principal tasks include designing and maintaining the office filing system (project based); to draft memos, correspondences and various reports; track staff movements; assist with advance requests and liquidations; manage departmental office supply inventories and ensure supplies are available as needed or requested; manage office petty cash and other financial transactions and other tasks as assigned by SPM.

#### **KEY RESPONSIBILITIES**

##### **General office management**

- Preparing office needs and supplies: Responsible for the storage of commodities and helps prepare a list of all the supplies needed by the CRS projects based out of Rumbek. Keeps track of the supplies that they use.

##### **File documents and maintain integrity of the filing system -**

- Review and revise, or design new versions of a filing system and file documents on a regular basis
- Ensure that the filing system is logical and comprehensible to all users so that documents are easy to locate.
- Refile documents used by staff person to maintain file integrity
- Prepare file listings by drawer for each file cabinet
- Forward older document files to the archives as requested by the Deputy Finance Manager

##### **Produce and submit reports and carry out data entry**

- Assist with the preparation of monthly and quarterly reports as requested.
- Prepare and keep report databases up to date, including of the CEWERS incident and situation reports.
- Draft and submit minutes of department meetings
- Assist staff prepare and submit travel advance request and liquidations. Verify "Trip Reports" and the attached accounting pieces.
- Prepare and submit monthly report on office supply usage Unit.
- Assist staff with preparation of monthly activity plans.



### **Draft memos and other written Correspondences**

- Draft memos, letters and other official external and internal documents by SPM.

### **Assist with programmatic matters**

Manage preparation of project activity sessions for partners or staff. This includes identifying activity locations, contacting participants, preparing documents and activity materials, procuring supplies, arranging for lodging and airport pickups, reserving and delivering equipment to the training site, in coordination with respective project staff

### **AGENCY-WIDE COMPETENCIES (for all CRS Staff)**

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

### **MINIMUM QUALIFICATION/EXPERIENCE**

- High School Diploma; secretarial experience or training highly desired.
- Two (2) years' experience in a position with comparable responsibilities; logistics experience plus.
- Fluency (Writing, Reading, Speaking) in English.
- Highly organized, efficient, and able to meet key deadlines;
- Highly developed inter-personal skills/inter-cultural sensitivity;
- Proficient in typing, MS-Word, Microsoft Excel, and email/internet programs; and

Application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **Friday 11<sup>th</sup> December, 2015**. Only short-listed candidates will be contacted.

Address your Application letter and CV to:

**Human Resources Department**  
Catholic Relief Services –  
Southern Sudan program, Juba Office

OR by E-mail to: [jobapps@crssudan.org](mailto:jobapps@crssudan.org)

**CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

