



South Sudan Program

JOB OPPORTUNITY

Position: Administration Officer-(1)

Department: Operations -Administration Unit-Juba

Reports To: Operations Advisor

Location: Juba, South Sudan

Job Summary:

You will coordinate the provision of responsive, effective, and efficient administrative services in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. You will help ensure stewardship of resources and a high-quality service approach are integrated into administrative systems, policies, and procedures.

Job Responsibilities:

- Coordinate and report on activities and required resources to ensure cost efficient and quality service delivery from administrative support functions.
- Help ensure administrative systems, processes, and policies are in line with agency standards and donor and local law regulations.
- Engage with relevant external stakeholders (government officials, landlords, service providers, etc.) on assigned administrative matters and help ensure required authorizations and documents are up-to-date.
- Coordinate the efficient use of CP assets and rented facilities. Help ensure fully compliant procurement of office materials and asset management systems.
- Help identify safety issues and ensuring a safe and sound work environment.
- Coordinate the provision of travel and logistics support and services to staff and visitors. Coordinate event planning activities, including delegation visits, trainings and workshops.

Background, Experience & Requirements

Education and Experience

- High School diploma required. Bachelor's Degree in Business Administration or relevant field preferred.
- Minimum of 2 years work experience in administrative support functions, with increasing responsibility. Experience with a local or international NGO a plus.
- Additional education may substitute for some experience.
- Experience and proficient skills in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems.

Personal Skills

- Good planning, organizational and time management skills
- Strong customer service orientation with very good communication and interpersonal skills
- Ethical conduct and ability to maintain confidentiality
- Proactive, resourceful, solutions-oriented and results-oriented

Required/Desired Foreign Language

Travel Required:

Key Working Relationships

Supervisory:

Internal:

External:

Agency-wide Competencies (for all CRS Staff):

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

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.

- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **4th June 2018**. **Only short-listed candidates will be contacted.**

Address your application letter and CV to. **Human Resource Department, Catholic Relief Services South Sudan program, Juba Office** or by E-mail: southsudanvacancies@crs.org