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**Job Advertisement**  
**Fleet Administrative Assistant (1 Position)**

The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidates to fill the Position of **Fleet Administrative Assistant (FAA)**, based in Juba, Jubek State South Sudan.

**Title:** Fleet Administrative Assistant (FAA) 1 position  
**Duty Station:** Juba, Jubek State, South Sudan  
**Duration:** Current- August 31<sup>st</sup>, 2019  
**Closing Date:** February 25<sup>th</sup>, 2019

**Reporting to:** Assistant Fleet Manager (AFM)

**Job Purpose:** Fleet Administrative Assistant role is to provide general administrative support to the Fleet department in coordination with the Assistant Fleet Manager. The position is predominantly based in Juba and the primary responsibilities of the position are to;

**Key Responsibilities:**

- The FAA reports to the AFM
- Enter data on the monthly transport management spread sheet.
- File the monthly vehicle condition, workshop job cards and drivers log sheets in the individual vehicle files after transferring data to the Monthly spread sheet.
- Ensure that all office equipment is in order and that there are enough office supplies at hand
- Assist the Assistant Fleet Manager in preparing bulk parts order
- Maintain a Master spares inventory
- Maintain a register of spare part requests from the hubs and assist the FM follow up on progress
- Any other duty as may be assigned by the supervisor

**Person Specifications:**

- South Sudanese National only

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- Completed college or University Diploma in Business Administration, Secretarial studies, or equivalent certification.
- Minimum 3 years work experience over all.
- Fluency in English and Juba Arabic

**Application deadline: February 25, 2019.**

Only shortlisted candidates will be contacted. **Women candidates** are highly encouraged to apply. No original documents are required at this stage.

**For Interested candidates**, please submit your application comprising of: (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position

**to: HR Dept.** Applications may be submitted either by:

1. Email: [recruitment-ssd@cartercenter.org](mailto:recruitment-ssd@cartercenter.org) (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyangachor.