



## POST DESCRIPTION

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22/5/2017  
An official blue circular stamp from the Ministry of Labour, Public Service & Human Resource Development. The stamp contains the text "MINISTRY OF LABOUR, PUBLIC SERVICE & HUMAN RESOURCE DEVELOPMENT" around the perimeter and "22 MAY 2017" in the center.

Position title : Administrative Assistant  
Organization : Whitaker Peace & Development Initiative  
Contract type : Consulting agreement  
Duration : 6 months with possibility of extension  
Duty station : Juba, South Sudan  
Deadline for application: 7 June 2017  
Report to work : As soon as Possible

### Background:

The Youth Peacemaker Network (YPN) in South Sudan is undertaken by the Whitaker Peace & Development Initiative (WPDI), in partnership with UNESCO, Zain and Ericsson, to empower young people as leaders of peace and development in their communities through a unique mix of peacebuilding, conflict resolution, mediation, life skills, ICT training, vocational training, and youth-led community projects as well as programs promoting peace through the arts and sports.

WPDI is an international non profit organization founded by UNESCO Special Envoy for Peace and Reconciliation, Forest Whitaker, with the mission of helping societies affected by destructive conflicts and gang violence transform into safer and more-productive communities. Since its inception in 2012, WPDI has created and managed peacebuilding programs in Uganda, Mexico, South Sudan, the United States, and South Africa. WPDI collaborates with a range of local and international, public and private partners to support its mission.

The YPN will provide education and training for youth in peacebuilding, conflict resolution, and life-skills coaching as well as ICT and vocational skills. Additionally, the program will empower local communities through a series of peacebuilding activities including community projects, the establishment of Community Learning Centers, film screenings, and infrastructure building. The pilot phase of the programme was launched in Eastern Equatoria State in 2014.

**Main Responsibilities:**

Under the overall authority and direct supervision of the Founder and CEO of the Whitaker Peace & Development Initiative and in close collaboration with the Director of Operations and Administrative Officer of the Foundation in South Sudan, the incumbent will be expected to handle the below tasks;

**Major Tasks:**

- (a) Maintain, and implement a filing system for financial and transactional information regarding WPDI projects in South Sudan;
- (b) Ensuring expenses related to vendors, suppliers, and staff reimbursements are accounted for, verified, processed, and paid;
- (c) Ensuring funds are properly disbursed to specific projects supported by WPDI in South Sudan in the absence of the Administrative Officer
- (d) Collecting and submitting quotations and Invoices for payment to the Administrative Officer
- (e) Preparing any tax filings that are required in South Sudan;
- (f) Contribute to the preparation of WPDI financial manual and employee manual for South Sudan
- (g) Maintain records of Assets, and Annual/sick leave taken by the WPDI staff
- (h) Organize flight bookings, hotels accommodations for WPDI staff and acquaintances in South Sudan
- (i) Providing administrative support for staff and WPDI activities in South Sudan; and liaise with program manager and Administrative Officer to handle requests and queries from senior managers.
- (j) Any other tasks assigned

**Education:** University Diploma or Degree in Business Administration, social science of any other related field.

**Language:** Excellent written and spoken English and Juba Arabic.

- **Experience:** At least 1 to 3 years of progressively responsible relevant experience in an Office management and administrative field, proven ability to work efficiently, under pressure, and in multicultural environment. Knowledge of office management systems and procedures; Proficiency in MS office (Excel,Power point,Word), Attention to details and problem solving skills; Excellent written and verbal communication skills

**Competencies:** Proven research and analytical skills; good computer skills in all aspects of MS Office and including web content management and data base software; ability to work independently on delegated tasks; excellent organizational, interpersonal, and communication skills for effective reporting on programmatic and financial activities

**Apply To:** Interested applicants, who hold South Sudan citizenship, are invited to submit a cover letter (in English and referencing the Job Announcement) accompanied by a full resume stating details of educational qualifications and working experience, home and office telephone numbers.

**E-mail:** [suzy@wpdi.org](mailto:suzy@wpdi.org)

**THE POSITION IS OPEN ONLY TO NATIONALS**

*Only short-listed candidates will be contacted.*

