



SO.H-3
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02 AUG 2017
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VACANCY ANNOUNCEMENT

Post Title: Program Assistant

Number of Vacancies: 01 (one)

Duty Station: Juba, South Sudan

Contract length: 6 Months renewable

Reports to: Program Manager

Organizational background

IMA World Health is seeking a Program Assistant based in Juba. S/he will oversee program and support administration, assuring the quality, impact and cost effectiveness of the project. The position will update and oversee the cross cutting activities, procedures and systems for programs, administration, Finance and procurement. S/he will ensure Coordination of program activities within all department and compliance with requirements of all programs. This position will report directly to Program Manager.

Duties:

- Ensure that the programs finance requests are delivered and processed by the finance team.
- Ensure that the program logistics and procurement requests are processed by the operations team.
- Assist in follow up of documents between the program staff and the administration staff
- Assist programs in delivering documents to partners offices
- Keep track of all the program requests made to finance, operations and administration departments
- Update the program staff on the progress of financial and operations requests made.
- Assist in coordination of documents between administration, operations, finance and program staff
- Assist in filing and document retrieval of the program documents and reports
- Support the program staff in preparations of activities such as trainings, workshops, field visits as needed
- Any other duty assigned by the supervisor



The position requires a competent and experienced person with the following attributes:

- Recognized Diploma in management, business administration, or a related discipline;
- Minimum 2 years of overall project management experience in same roles, preferably in the health sector.
- At least 1 years of experience in a position with responsibility for preparing program plans and organizing activities for works, goods, and services.
- Ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.
- Fluency in English.
- Good communication and interpersonal skills, and the ability to work in a team;
- Ability to develop a good working relationship with local organizations, other program partners and counterparts in order to contribute at the highest level to project deliverables.
- Willingness to support IMA's mission.

Contact

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to: The Human Resource Office IMA or e-mail jubahr@imaworldhealth.org, or hand delivered to the IMA Juba Office, Numira-Talata, opposite Basketball stadium. Deadline for submission is **Monday August 21th 2017 by 5pm Juba time.**

NB: Applications received later than the deadline will not be short-listed. **Only short listed candidates will be contacted.** Due to the urgency of this vacancy announcement IMA reserves the right to fill this position prior to the closing date

IMA World Health is an equal opportunity and affirmative action employer.

Open to South Sudanese nationals only

