

REPUBLIC OF SOUTH SUDAN

MINISTRY OF FINANCE AND PLANNING

NON-OIL REVENUE MOBILISATION AND ACCOUNTABILITY IN SOUTH SUDAN(NORMA-SS) PROJECT

VACANCY ANOUNCEMENT

I. Position Information	
1. Job Title:	Office Assistant
2. Type of Contract	National(South Sudanese National only)
3. Duration of Assignment	One year (renewable based on satisfactory performance and availability of funds)
4. Duty station:	Juba
5. Starting date:	April 2018
6. Funding Agency	The African Development Bank Group
7. Host Agency/Host Institution	National Revenue Authority/Ministry of Finance and Planning
II. Organizational Context	
<p>The Republic of South Sudan became an independent state on July 9, 2011. The attainment of independent by South Sudan has opened an unprecedented window of opportunity to turn the devastation of over 20 years of civil war, displacement and underdevelopment into a new era of peace and prosperity.</p> <p>The government through the Ministry of Finance and Planning is embarking on revenue modernization and tax policy reforms to boost non-oil revenue generation in a transparent and accountable manner. The continued volatility of the oil price resulting in drastic fall in oil revenue receipts has created fiscal distortion in the fiscal year budgets thereby curtailing government ability to provide adequate services to the people.</p> <p>The government of the Republic of South Sudan through Loan facility from the Africa Development Bank is establishing National Revenue Authority as a single collector to take up the responsibility of collecting all national revenues in an efficient manner. In this regard, a Commissioner General has been appointed to manager the day-to-day administration of the new institution.</p>	
III. Descriptions of Duties:	
1.	Screens and directs telephone calls;
2.	Receives, greets and directs visitors, facilitates hospitality for official meetings;
3.	Receives and prepares for sending the office mail (postage & courier), faxes etc;

4. Files correspondences, including Incoming and Outgoing correspondences, inserts data
5. Maintains records as instructed by senior staff members, ensuring that files and records are maintained in good order;
6. Photocopies or scans materials upon request;
7. Provides administrative and logistics support;
8. Assists in the inventory process and with archiving documents/folders;
9. Maintains contact lists of Government/ Municipal/ Partners/ Civil Society officials
10. Translation of short docs, notes;
11. Performs other duties, as required.
12. Administration of travel for CG and other senior management staff in the office, as required, including itinerary, hotel reservations, preparation of travel authorizations, processing requests for visas, and other documents, etc.
13. Coordination of the information flow and dissemination of corporate and interoffice communication to staff as required;
14. Maintenance of the Calendar with major events, deadlines, etc, in cooperation with other members of the Directorate team;

V. Corporate Competencies:

1. Demonstrates commitment to NRA's mission, vision and values.
2. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

1. Development and Operational Effectiveness
2. Ability to perform a broad range of activities pertaining to the job, including data/ schedule management, maintenance of protocol, information flow.
3. Ability to handle information and documents with confidentiality
4. Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems;

Leadership and Self-Management

1. Shows initiative
2. Focuses on result for the client and responds positively to feedback
3. Consistently approaches work with energy and a positive, constructive attitude
4. Remains calm, in control and good humored even under pressure

5. Demonstrates openness to change and ability to manage complexities
6. Knowledge Management and Learning
7. Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

VI. Skills, Experience and Qualifications Required

The successful candidate should have the following skills, experience and qualifications:

1. Minimum of three (3) year experience in providing office support service;
2. Minimum of one (1) year work experience and interest in internal and external communications and institutional development;
3. Bachelor Degree in Communication, General Office Management, Management, Journalism, or any other relevant field. Masters Degree will be an added advantage but not a requirement
4. Excellent in written and oral communications;
5. Strong interpersonal skills;
6. Can perform and prioritize multiple tasks seamlessly with attention to details;
7. Proactive approach in problem solving with strong decision-making capability;
8. Highly resourceful team player and can work independently; and
9. With ability to handle confidential information with discretion.
10. Proficient in Microsoft Office Application(expecially MS Word, and Excel, and Internet)

VII: Application Procedure

Expressions of interest and updated CV together with the copies of academic Documents must be delivered or e-mailed to the address below by **05th March 2018, 3.00PM East African Standard Time.**

Attn: Mr. Emmanuel Michael Elisa-Project Coordinator,

AfDB Project Coordination Unit

Ministry of Finance and Planning-Ministry Complex,

Po. Box 80-Juba South Sudan

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