



Plan International
 South Sudan
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**PLAN INTERNATIONAL SOUTH SUDAN
 JOB ADVERT**

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies One (1)

Job Title	:	Administration Officer
Grade	:	C2
Tenure	:	8 months
Department	:	Human Resources
Reports to	:	HR & OD Business Partner
Location	:	Juba

I. Job Summary

The position exists to provide support services to our programs by implementing administrative systems, procedures and policies.

The Administration Officer will be responsible for the management of office assets, repairs, building maintenance, booking of venues for meetings, hotel bookings, booking of flights, visa renewal and ensures smooth running of the office operations.

II. Typical Responsibilities - Key End Results of Position:

- Support and ensure Plan South Sudan assets are coded and registered as per the policy requirements.
- Ensure adequate maintenance of fixed assets register and stock inventories and periodic fixed assets verifications and documentation.
- Ensure timely updated fixed assets register in Plan’s system.
- Manages and supervises the Receptionist and office Cleaners

- Check and ensure utilities such as electricity, water, and office communication equipment are properly functioning and arrange for timely maintenance as required.
- Manage office repairs but not limited to office buildings and expatriate residential houses (sanitary plumbing systems, doors, windows and furniture).
- Ensure that office supplies are always available in all Plan offices.
- Ensure that all staff travels both within the country and international are booked timely.
- Ensure proper use and timely replenishment of administrative petty cash
- Ensure that all payments to suppliers, rent facilities and UNHAS replenishment is done in a timely manner.
- Timely processing of entry permits, visas, and alien registration for all International staff and visitors.
- Ensure Plan International South Sudan registrations documents are up to date.
- Ensure there is a good system for office opening and closure, working closely with Security Manager
- Liaises with government authorities and RRC for duty, tax exemption/waiver applications.

III. Dealing with Problems:

- Identifies and proposes innovative processes for CO administration operations
- Collaborate with Supply Chain management Team at CO and field level to strengthen quality of Plan International South Sudan administration operations.
- Successfully handles multiple tasks and initiatives.
- Promotes innovation and learning.

IV. Communications and Working Relationships:

Internal

- Country finance team
- Programs team
- HR team
- All Field Offices
- Other Plan staff

External

- Vendors
- Suppliers and service providers
- Government authorities and agencies.
- Visitors

V. Knowledge, Skills and Behaviours Required to Achieve Role's Objectives

Qualification and experience

- University degree in procurement and supply chain management, administration, logistics or business management field with a minimum of three years of practical experience in similar role from a reputable organization.

- Deeper understanding of the various donor grants procurement rules and guidelines

Skills and behaviours

- Ability to work independently; take personal initiative.
- Excellent written and spoken English language skills.
- Strong administrative and organisational skills
- The capacity and willingness to be extremely flexible and accommodating in difficult and frustrating working circumstances is required.
- Commitment to and understanding of Plan International's aims, values and principles.
- High level of computer literacy, including thorough knowledge of MS Office applications, particularly MS Word, Excel and Outlook.

All applications marked on the right hand corner of the envelope "Application for the Position of "Administration Officer" should be addressed to:

The HR&OD Business Partner
Plan International South Sudan Country Office
Hai Cinema next to MTN Centre
Juba

The closing date for receipt of applications is before close of business on October 29, 2018.

*Interested persons can collect the **Plan Application Form** from the above address.*

Please note that due to the agency of this position, applications may be short-listed immediately upon receipt.

Plan International is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.