

**Cordaid** 

BUILDING FLOURISHING COMMUNITIES

## Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan. Presently, Cordaid is expanding its program in different parts of the country.

Therefore, Cordaid would like to recruit an Administration Assistant as detailed below,

### Administration Assistant

Based in Duty Station: Juba Office

Reporting to: Human Resources and Administration Manager

### Purpose of the position

The Administration Assistant is to be responsible for providing support and assistance to the Country Director and Human Resources and Administration Manager in all aspects of general administration.

S/he provides secretarial support and management assistance to the Senior Management Team (SMT).

### Management assistant responsibility and accountability

1. Manage and coordinate the SMT meetings and minutes and follow up on the action plans
2. Identify and promote methods to ensure that the SMT meetings are effective and efficiently managed.
3. Keep Track of departmental external meetings and produce a standard Calendar of such. Include dates for cluster meetings and forums meetings.
4. Follow-up on external meeting minutes for the Country Directors attention and update.
5. Synchronise the departmental (Programme and Support department) reports and activities deadlines and assist in sending reminders to ensure deadlines are met.
6. Manage the Country Director's diary and scheduling of appointments. Manage the walk in visitors and announce their purpose for visit.
7. Collect and compile the office documents for the signing register to submit to the Country Director.
8. Give feedback to departments on any insufficient documents and/or information submitted.
9. Update the staff weekly movement tracking sheet. Ensure to verify and tally the information with the staff terms of reference and monitor staff travel frequency and address deviation from the leave procedures and staff travel budget.
10. Support and attend to the Cordaid South Sudan visitors and external guest and ensure briefing meetings are conducted and mission schedules are set before arrival.
11. Develop and constantly update the Cordaid South Sudan Welcome Pack and ensure to share with new staff and the visitors
12. Periodically update the Cordaid Staff Contact list and disseminate to the relevant departments i.e. Security Department.
13. Develop and keep an updated contact list of stakeholders, partners, donors and NGO's in South Sudan.
14. Take charge in the production of the Cordaid staff identification cards and that these are renewed as necessary, within the prescribed deadlines. Ensure to retrieve ID Cards when staff exit, update the cards status records (hard book) as obsolete and dually destroy with the Logistics Officer.



14. Facilitate the timely processing of work permits, entry permits, visa's and alien registration. Ensure that standard compliance are maintained at all times. Update the validity and document expiry tracker and ensure to renew as per instruction and within the stipulated period.
15. Update the Human Resources Manager on any changes and regulations reviews by the government on the rates and regulations to ensure to maintain organisational compliance.
16. Maintain a good relationship with the Ministry of Immigration and Interior and provide liaison service on behalf of the organisation.
17. Take charge in organisational management records includes updating to file, archive and retrieve as and when required.
18. Take charge in the ensuring that the SMT and Management folder on the server is constantly updated and all essential documents are scanned and saved.
19. Provide accurate reports and specific organisational documents ,when required and requested
20. Work with the Cordaid South Sudan IT Help Desk, to develop and manage the Cordaid South Sudan Face Book and ensure to maintain integrity on Cordaid visibility.
21. As directed by County Director, follow up with the departments in the compilation of the Cordaid South Sudan information for submitting in the Global Cordaid Newsletter/ Magazine.
22. Receive the boardroom bookings and schedule the meetings. Arrange and direct visitors to their working space and/or associate Cordaid staff.
23. Facilitate and process all administrative payments and arrangements as per the manager's instructions.
24. Participate in the in the updating of the standard office procedures and disseminate the same.
25. Assist in the planning and coordination of the Human Resources and Administration events and activities for the staff.
26. In the absence of the Human Resources Officer – stand-in to execute his/her duties as directed.
27. Any other duties as requested and directed by the line manager

#### **Qualification requirements**

1. Minimum qualification expected – a Diploma in Business Administration, Social Science, Public Administration and/or any equivalent and related qualification.
2. At least 3 years progressive experience working in secretarial and/or administration and/or as a personal assistant.
3. Should have knowledge of the South Sudan government regulations and requirements.
4. Should have working knowledge of programme activities and programme management.
5. Good relations maintenance and with good inter-personnel skills
6. Excellent Planning and organisational skills are essential.
7. Must have good judgemental skills and ability to report accurately.
8. A proactive person is required with analytical skills and problem solving approach.
9. Fluent in spoken and written English (Arabic is an advantage)

#### **Further information and how to apply**

Interested and qualifying applicants can submit their application letter including a CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number in subject line: - (e.g. **CSS017-2017Administration Assistant-Juba Based**)

Applications can also be hand dropped at Cordaid main office in Juba located behind the Equatorial/UAP Tower, Just a few meters after the Strome Foundation Office.

Deadline for submission is before the 12<sup>th</sup> of May 2017 at 17:00hrs

Cordaid is an equal opportunities employer and women are strongly encouraged to apply.

Only shortlisted candidates will be contacted.

All applications submitted cannot be returned