



Water4life INTERNATIONAL CONSULTANCY FIRM - SOUTH SUDAN



## We are recruiting the below position

### Introduction

Water4life International Consultancy Firm - SOUTH SUDAN was established in 2018 and is an International Water Consultancy Firm owned by both South Sudanese and International Technical Water engineering professionals as well as experienced Managerial Private Bag experts in Republic of South Sudan. This firm was established with Aims of WASH Innovations, Drilling and rehabilitating of boreholes, Supplies of Water Tool kits and Reagents within South Sudan.

Water4life International Consultancy Firm - SOUTH SUDAN is based in Juba South Sudan as its Head office located at Kololo Road Opps EU Embassy, and with representation in all the states of South Sudan in some years to come. Water4life International Consultancy Firm – SOUTH SUDAN currently is looking for an applicant to fill for the below vacant position for full time staff.

- 1- Position: Wash Sales and Marketing Assistant**
- Duty Station: Juba South Sudan**
- Reporting: Wash Marketing Managers.**
- Date of Advert: 02/05/2019**
- Deadline for application: 17<sup>th</sup> 05 2019**

### Job Objective:

This position is aimed at assisting both the Wash Operations Manager and Marketing Managers. The specific duties are set forth below and are not limited to the responsibilities listed below. This position reports directly to the Marketing Managers. And has responsibility for assisting with the many facets of the marketing and sales effort including supporting sales goals, developing and extending various marketing programs as well as performs administrative and office support activities.

### Duties will include:

- Managing Facebook and other social media profiles
- Flyer, brochure distribution and promotion of special events
- Constant Contact email blasts

- Celebration club management
- Weekly reservation sheet and billing instructions
- Contracts and billing
- Event/Holiday decorating/setup
- Assist with special events and trade-shows on and off-site
- Assist with advertising campaigns, ad creation and copy-writing
- Fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing



### **Required Qualifications:**

- Excellent verbal and written communication skills
- Strong organizational and follow-up skills
- Above average desktop computer skills with experience in Excel, Word, PowerPoint, Microsoft Publisher.
- Working knowledge of WordPress

### **Skills:**

- Active and well-rounded personal presence in social media, with a command of each network and their best practices.
- Enjoy being creative, and understand how to both build and convert a digital audience.

### **Additional Requirements:**

- Help develop and implement strategic marketing sales plans
- Manage projects to make sure that they get completed in a timely manner
- Serves customers by backing-up Front Desk staff; assisting guests; forwarding messages; taking reservations; and other Guest Service Agent duties when required.
- Some sales and customer service experience preferred
- Must be available nights, weekends and holidays

### **Method of Application**

Interested and qualified candidates should submit their Motivation Letter, updated CV's and a copy of valid national identification to:

**Admin And Finance Office**

**Water4Life International Consultancy Firm- South Sudan**

**Kololo Road Opps EU Embassies**

**Juba South Sudan**

**By Email to:** [waters4lifeconsultancy@gmail.com](mailto:waters4lifeconsultancy@gmail.com) or [waters4lifeconsultancy@gmail.com](mailto:waters4lifeconsultancy@gmail.com) the title of the position (Wash Sales and Marketing Assistant, must be indicated in the subject line of your e-mail.

Motivational letter must be in candidate's handwriting.

- An updated C.V

- Copy of valid means of identification (Passport, Driver's license, National Identity card)
- Copies of school certificates (Please do not send or submit your original certificates)

#### Note

- Any application received after the deadline will not be considered.
- This Position is for South Sudanese National Only and the Management of Water4life International Consultancy Firm, strongly Believes in Transparency and Integrity of an Equal Employment Opportunity based on Qualifications an applicant poses for this advertised Position.
- For enquiries and complaints, you can reach **Water4Life International Consultancy Firm-South Sudan** office through [waters4lifeconsultancy@gmail.com](mailto:waters4lifeconsultancy@gmail.com) or [info.water4lifeconsultancy@gmail.com](mailto:info.water4lifeconsultancy@gmail.com)
- Women are particularly encouraged to apply to this position.
- Only shortlisted candidates will be contacted.
- Names of shortlisted candidates for oral interview will be published on Notice Board or shall be invited through Email.
- To apply at **Water4Life International Consultancy Firm-South Sudan** is FREE!!!  
**Water4Life International Consultancy Firm-South Sudan** does not ask for money or any form of favor for submission of application or employment.

**Water4Life International Consultancy Firm-South Sudan** is an Equal Opportunity Employer.

