



Hai Tongping  
Juba, South Sudan  
www.psi.org

**Position:** Executive Assistant  
**Location:** Juba  
**Reports to:** Country Representative  
**Deadline:** 16th-January 2019

### Who we are

We're Population Services International (PSI), the world's leading non-profit social marketing organization. In South Sudan, we work together with other partners under the supervision of the Ministry of Health to improve the lives of the people.

PSI began operations in South Sudan in January 2005, distributing Long-Lasting Insecticide-Treated Nets (LLIN) through the commercial sector and implementing behaviour change communication on HIV/AIDS. Over the years, PSI has continued its presence and expanded operations to include a comprehensive hygiene, sanitation and safe water program. Currently PSI plays a critical role in fund management and supporting procurement and supply chain for malaria commodities. We work closely with the Ministry and implementing partners to deliver essential malaria services across the country

Our team is looking for you to join our diverse group of professionals with wide ranging backgrounds. Regardless of our background, we bring a common passion and commitment to go beyond the call of duty to serve the people of South Sudan

### Join us!

Join our experienced, dynamic & diverse team of local and international staffers united with our common goal to serve the youngest nation in Africa.

In South Sudan PSI is the Principle Recipient for the Global Fund malaria grant. We manage our programme through partners who help us administer the program in South Sudan. You will play an integral part in the programme management to provide oversight and work closely with our partners and stakeholders, including the Ministry of Health.

### Summary:

The Executive Assistant will serve as a focal point on administration and to coordinate work system in the office by assisting in arranging conferences, workshops, and other official functions, handle travel arrangements, prepares general correspondence, and manages documents (electronic and paper files), prepare materials for mission for field trips and missions minutes during meetings and send to participants after every end of meeting. Receives, keeps and distribute office supplies and maintain up to date record of office supplies consumption.

He/she maintains all meeting appointment

### Responsibilities:

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### *Admin*

- Ensures that ensures office Country Representative is tidy and clean.
- Organize office seating space for meeting with Country Representative is organized.
- Focal point for external people who might want to meet Country Representative
- Assist the Office Manager in tracking and following up WFP cargo movement requests with the respective program heads and other staffs, collect documents and inform respective Staffs accordingly.

### *Sanitation and Utilities*

- Ensure that kitchen and Sanitary items are properly managed by ensuring constant supply into the Administration unit store from the ware House, updating stock bin cards and making sure monthly reconciliation report is prepared on time.
- Ensure that all ACS are fire extinguishers both in office are properly managed and report need for repair and renewal respectively to the Office Manager.
- Liaise with IT to manage repairs and Maintenance schedules within the Country Representative office.
- Ensure that the gas cylinders are refilled on timely manner.
- Any other job related duties as assigned.

### **Person Specification**

#### **Essential:**

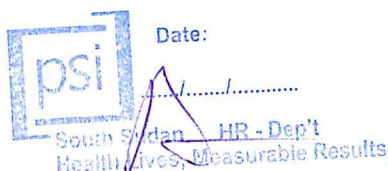
- South Sudanese National
- Preferably diploma Human Resources Management or a related field
- Preferably minimum of 1 year working experience HR related job.
- Proven experience in the application of MS suite (Word, Excel, Access, & PowerPoint)
- Strong interpersonal skills
- Strong of South Sudan Labor Laws
- Information analysis and report writing
- Excellent English writing and speaking skills and Knowledge of Arabic.

#### **Desirable:**

- Good contextual knowledge of local issues, community priorities, social and cultural constraints and realities, and environmental conditions in South Sudan
- Ability to work independently while meeting performance targets
- A team player with good leadership skills
- Ability to multi-task in an often changing dynamic and demanding work environment

#### **Personal:**

- Commitment to PSI's core values
- Ability to establish and sustain interpersonal and professional relationships with all staff.
- Demonstrable commitment to the values and ethos of PSI



Interested candidates may apply via e-mail: [jobs@psi-southsudan.org](mailto:jobs@psi-southsudan.org) or you can drop hard copy of their CV, cover letter and list of referees to Reception's Desk at PSI South Sudan Juba Office reception. At UAP Equatoria Tower

*PSI is an Equal Opportunity Employer, and encourages applications from qualified individuals regardless of race, religion, national origin, sexual orientation, or disability. Female candidates are encouraged to apply.*

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