



World Vision

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY – INTERNAL RECRUITMENT

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the following role(s):

“Women are encouraged to apply”

Job title: Administration and Liaison Officer
Reporting to: Chief of Party
Locations: Juba (with frequent travel to the field)
Availability: As soon possible

Purpose of the position:

To provide direct support to the Chief of Party to facilitate procurement, M&E and grant management functions, to assist the grant team with administrative duties and to support external engagement.

Major Roles and Responsibilities:

Administrative

- Manage all administrative requirements of the FEED office (stationary, documentation, assets etc.)
- Organize documents and filing system for FEED team offices
- Coordinate the procurement requirements for FEED according to the established procedures and in coordination with Finance, Procurement and Logistics
- Raise PRFs and track daily expenditures
- Ensure that staff files for Core staff are maintained, including the timely completion of LDRs and timesheets
- Liaise with Finance as required to accurately facilitate petty cash, cash advances and employee expense reports
- Book hotels, domestic flights and other logistics for visitors
- Provide logistical support for events and workshops
- Maintain the staff schedule for the team including field visits, annual leave and R&R
- Take minutes of key meetings as requested
- Be available in emergency according to the mission of the organization

Liaison

- Map out points of contact at relevant mainline ministries
- Assist with booking meetings with officials
- Occasionally accompany the CoP to meetings with external stakeholders
- Secure copies of policy documents
- Finalize MoUs and other agreements, by securing signatures from the relevant parties
- Remain aware of key events or initiatives conducted through the ministry bureaus
- Be available in emergency according to the mission of the organization
- Carry out any other special tasks related to position or the functions of the team as requested by the project manager

Qualifications: Education/Knowledge/Technical Skills and Experience

- Bachelor's Degree in Management and any discipline related
- Minimum of 3 years working experience in the same or related field
- Ability to perform field assignments and willingness to travel for long period of time in difficult terrain, harsh and demanding conditions.
- Good time management and organizational skills: Able and willing to meet deadlines and agreed objectives
- Strong willingness to meet the customers' (clients) needs, while balancing the organization's needs and priorities
- Demonstrates Christ-centered life and work
- Fluency in English language and the local languages spoken is an added advantage.
- Understands and is committed to WV's vision, mission and core values
- Excellent oral and written communication skills in English. Oral and written Arabic will be added advantage.
- Experience and skills in community mobilization.
- Ability to work under pressure in unstable security and remote environment is an asset;
- South Sudanese Nationals only

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the POSITION and the LOCATION you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org

Closing date for receiving applications is 18th February 2019 at 5:00pm local time.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

