

56-H-3
Approved by
Inspector of Labour
03/6/2024

Job Title: Office Assistant (1 position)
Report to: HR & Admin Officer
Starting Date: As soon as Possible based on donor commitments.
Period: 6 months with possibility of extension
Opening Date: 03rd June 2024
Application Deadline: 20th June 2024



ABOUT ISRAAID

IsraAID is an international non-governmental humanitarian aid organization headquartered in Israel. Since its founding in 2001 and has since its inception worked in emergency and long-term development settings in more than 60 countries around the globe.

IsraAID South Sudan (IsraAID SSD) founded in 2011 after South Sudan gained its independent. It has worked in more than 3 States across the country responding to emergencies and helps communities affected by crises and shocks rebuild their lives and their futures, together with particular focus on women, men, boys, and girls who suffer from harmful practices to assist them access protection/GBV services and to address referrals options this is done through partnering with local communities around the country.

We are therefore seeking for experienced, qualified competitive dynamic- self-motivated, a highly competent individual with exemplary ethical conduct to join our South Sudan Team as Office Assistant to be based in Juba, South Sudan.

Administrative Support:

- Manage office supplies inventory and ensure stock levels are maintained.
- Maintain and update office records, databases, and filing systems.
- Provide general administrative support to colleagues as needed.
- Monitor and replenish office supplies, including stationary, kitchen supplies, and other necessities.
- Ensure the cleanliness and organization of the office space and communal areas.

Finance Support:

- Assist in following up on necessary invoices for office supplies and other financial documents.

Maintain accurate records of receipts received and necessary financial documents.



Procurement Support:

- Maintain procurement records and documentation in accordance with organizational policies.
- Collaborate with colleagues across different departments to understand their logistical needs and provide efficient support.
- Maintain an up-to-date logistics and procurement tracker, documenting all items received in the store and verifications.
- Support inventory management, including physical inspections, proper storage, security, and facility maintenance.

Assist in periodic stocktaking to verify inventory accuracy, identify impairments, and manage the disposal of impaired supplies as needed.

- Collaborate with the Procurement and Security Officer to manage and allocate assets efficiently, including tracking, labelling, and maintenance.

General Support:

- Provide support to other colleagues and departments as needed.
- Offer general office support, including handling administrative tasks, managing correspondence, and ensuring the overall organization of the office in Juba.
- Assist in organizing office events, meetings, and trainings.
- Maintain confidentiality and handle sensitive information with discretion.
- Perform any other duties as assigned by the supervisor or management.
- Assist in maintaining accurate filing systems, both manually and electronically, with documented and supported records for audit purposes.
- Serve tea for colleague and clean the kitchen areas daily.

Compliance and Documentation:

- Ensure compliance with organizational policies, procedures, and regulations.
- Maintain accurate and up-to-date documentation related to administrative, financial, and procurement activities.
- Assist in preparing for internal and external audits as required and requested.

Key deliverables

- Efficient coordination of inventory management and asset allocation.
- Effective general office support and administrative assistance.
- Collaborative efforts to meet departmental and organizational goals.
- Timely and effective completion of tasks assigned by the line manager.

ETHICAL STANDARDS

IsraAID has zero tolerance towards any acts of misconduct and Sexual Exploitation and Abuse. The recruitment process will include all candidates' declarations and reference checks focused on misconduct and SEA.

Requirements and skill:

- Completed Senior Secondary level, Diploma is an advantage.
- Minimum of 1-2 years prior working in the same position, experience in progressively responsible roles.
- Experience

working in the Non-Profit industry, INGO sector, and/or grant-supported organizations.

To apply for this position, please send your CV (Max 2 Pages) to ssdhr@israaid.org or submit your CV and cover letter to IsraAID office in Afex River Camp | Stadium Road Off, Cemetery Road, Juba
Please note that CVs longer than 2 pages will not be considered.

***We regret to report that only candidates eligible for an interview will be notified.
Women are strongly encouraged.***

Note: Please note that the application deadline is on the 20th of June 2024

This position is open to ONLY Qualified South Sudanese Nationals. Female applicants are encouraged to apply.

