



Job Description

Job Title	Administration Assistant - Juba, South Sudan – VA-NO.-02-2025
Classification Level	National Staff
Organizational Unit / Duty Station (Department / Regional Office / Delegation... etc.)	Country Cluster Delegation for South Suda, Uganda and Tanzania
Immediate Supervisor's Title	Administration Officer and Human Resource Focal Point
Technical Manager's Title (if applicable)	N/A
Number of Technical Reports (if applicable)	0
Number of Direct Reports (if applicable)	0
Number of Indirect Reports (if applicable)	0

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian organization, with a network of 191-member National Societies (NSs). The overall aim of IFRC is "to inspire, encourage, facilitate, and promote at all times all forms of humanitarian activities by NSs with a view to preventing and alleviating human suffering and thereby contributing to the maintenance and promotion of human dignity and peace in the world." IFRC works to meet the needs and improve the lives of vulnerable people before, during and after disasters, health emergencies and other crises.

IFRC is part of the International Red Cross and Red Crescent Movement (Movement), together with its member National Societies and the International Committee of the Red Cross (ICRC). The work of IFRC is guided by the following fundamental principles: humanity, impartiality, neutrality, independence, voluntary service, unity, and universality.

IFRC is led by its Secretary General, and has its Headquarters in Geneva, Switzerland. The Headquarters are organized into three main Divisions: (i) National Society Development and Operations Coordination; (ii) Global Relations, Humanitarian Diplomacy and Digitalization; and (iii) Management Policy, Strategy and Corporate Services.

IFRC has five regional offices in Africa, Asia Pacific, Middle East and North Africa, Europe, and the Americas. IFRC also has country cluster delegations and country delegations throughout the world. Together, the Geneva Headquarters and the field structure (regional, cluster and country) comprise the IFRC Secretariat.

IFRC has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the Red Cross and Red Crescent Movement, including sexual exploitation and abuse, sexual harassment and other forms of harassment, abuse of authority, discrimination, and lack of integrity (including but not limited to financial misconduct). IFRC also adheres to strict child safeguarding principles.

The IFRC Country Office in South Sudan has two distinct mandates. The first is to support the National Society in its path towards humanitarian legitimacy. Ensuring effective coordination will maintain a presence in South Sudan based on two clear priorities. Firstly, IFRC will support SSRC in key areas of organizational change and development that have been prioritized by the National Society. Secondly, IFRC will facilitate effective Movement coordination,

ensuring that the humanitarian contribution of the Movement is greater than the sum of its parts. IFRC will work with partners to promote more consistent support to SSRC, focused on the expressed priorities of the National Society. IFRC will collaborate with partners to reduce the administrative and reporting burden imposed on the National Society by multiple partners

Job purpose

The main purpose of the role would be to support Admin office of IFRC South Sudan Juba office and to work closely with South Sudan Red Cross SSRC, ensuring effective coordination and support to the national society.

Job duties and responsibilities

- Process and action new Visa request for international and Partner national society (PNs).
- Obtain and action notification of arrivals and departures including hotel bookings, airport transfers and other travel requirements.
- Collect forms from the various Embassies, Government Ministries and Departments that are required for the processing of visas.
- process, initiate and follow up payment for all Federation and utilities including but not limited to electricity, water, telephone, and other office suppliers.
- -Managing pick-up/drop off schedules, amending whenever necessary and ensuring its timely submission to logistics for necessary action as required
- Provision of supplementary services to Partner National Societies (PNSs) upon request, keep records of the same to assist in invoicing to the finance department
- Make UNHAS in country online bookings/Introduction letters for IFRC staff, National Society (PNSs) upon request and share ticket efferently with travelers.
- Processing Thuraya letter for travelers.
- Prepare UNHAS report on a monthly basis and submit it to finance.
- Attend UNHAS meetings regularly.
- Obtain finance coding lists from Finance to ensure ability to check accuracy of codes, budgets, and Travel Authorization Forms (TAFs) authorization by all signatories prior to booking of the ticket.
- Ensure timely repairs and maintenance of Federation facilities and premises in cooperation with logistics.
- Maintain proper filing records for all administration documents.
- Open and keep updated a shared filing system so that in the absence of the incumbent outputs are not affected.
- Preparing invitation letters for PNs visiting South Sudan.
- Organizing catering services for PNs / IFRC workshops and farewell parties.
- Maintain office working advances for Visas and proper clearance of the working advance at the end of each month.
- Maintain Proper tagging and trucking office asset and frequently updating of the inventory.
- Any other assignments in Administration.



Duties applicable to all staff

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| 1. | Work actively towards the achievement of the Federation Secretariat's goals. |
| 2. | Abide by and work in accordance with the Red Cross and Red Crescent principles. |



3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager.
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Position Requirements

Education	Required	Preferred
A Degree in Administration or any other relevant fields	X	
Customer Care in Office administration, Basic Logistics or any relevant field		X
Experience	Required	Preferred
At least 3 years' experience in Administration.	X	
Not less than 2 years' experience in UNHAS Online Bookings, immigration and protocol,		X
Office administration, and in any other relevant office support areas	X	
Work experience with other international organisations, - and/or government	X	
Experience dealing with different agencies including government, ministries, embassies and external services providers.	X	
Experience in preparing and submitting report.	X	
Basic experience in financial reporting and management.		X
Knowledge and Skills	Required	Preferred
Excellent communication skills	X	
Excellent computer knowledge	X	
Basic knowledge of finance management	X	
Accuracy and- attention to detail	X	
Organised and self-starter in work prioritising	X	
Tact and diplomacy	X	
Excellent customer service	X	
Languages	Required	Preferred
Fluent spoken and written English	X	
Good command of another IFRC official language (French, Spanish or Arabic)		X
Competencies (to be filled in by HR)		
Values: Respect for diversity; Integrity; Professionalism; Accountability.		
Core competencies: Communication; Collaboration and teamwork; Judgement and decision making; National society and customer relations; Creativity and innovation; Building trust		

IFRC Disclaimer



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If you are appointed to or undertake a role within IFRC, whether as staff, staff on loan or secondees, you will be subject to the organisation's Code of Conduct, which is available here and on our website.

Note: All offers of employment will be subject to satisfactory references and appropriate screening checks, which include prior professional conduct checks and review of criminal records. IFRC will request a conduct check from all prior employers for a period of 5 years, including but not limited to employers who like IFRC participate in the Misconduct Disclosure Scheme. For more details on the Scheme, please see THE MISCONDUCT DISCLOSURE SCHEME — SCHR.

How to apply

Qualified Candidates should submit their application through our website following the below link:

<https://www.ifrc.org/jobs/>

Deadline is 5th /05/2025 at 4:00pm.

