



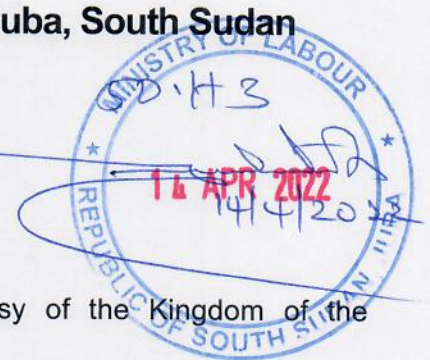
Kingdom of the Netherlands



## Embassy of the Kingdom of the Netherlands, Juba, South Sudan

### Office Coordinator

### Job description



#### General information

Imatong Employment Solutions is working with The Embassy of the Kingdom of the Netherlands in Juba to recruit an Office Coordinator

#### Basic information

**Office coordinator**  
**Netherlands Embassy in Juba**  
**Job Level: 06**

#### General characteristics

The office coordinator supports the operational management processes: he/she performs a variety of administrative tasks including mission budget monitoring, financial administration, correspondence, consular administrative support; the office coordinator liaises with the local government concerning the application and administration of diplomatic privileges and responds to service requests from clientele. He/she performs other duties as required.

#### Description of duties

##### Clerical support services in the field of personnel:

- Clerical support services such as updating various databases, staff lists and schedules, arranging for diplomatic identity cards and visas.
- Coordinating and supervising local (domestic) staff by giving them guidance and drawing up duty rosters.

##### Clerical support services in the field of financial administration:

- Assists in basic financial administration such as preparation of payment to suppliers through cheques and transfers, collection of bank documents and cashing of cheques for the office petty cash.
- Is responsible for the petty cash payments and weekly cash sheets
- Archiving documents of the financial administration.
- Preparing and keeping up to date financial spreadsheets.
- Preparing documents for payments and cash received.
- Preparation/planning of projected payments for the month ahead.





Clerical support services in the field of expat staff:

- Informing expat staff on housing matters, assisting with removals, coordinating customs clearance of goods, appointments MRDC etc.

Clerical support services in the field of general office matters

- Managing office supplies of stationery, office equipment, official cars for the chancery etc.

Clerical support services in the field of incoming visits and business trips within SS:

- Arranging hotel reservations, tickets, alien registration, NSS clearance etc.

Other duties

- In cooperation with Senior Assistant Management: event management, involved in event organising and receptions.
- Any other duty that may be required.

**Working environment**

You will be a member of the Netherlands Embassy in South Sudan. At this moment 17 people work at the Embassy.

**Information about the team**

The Embassy of the Kingdom of the Netherlands in Juba employs 17 staff members, half of them are on a local contract and the other half are expatriate staff.

The office coordinator is working as part of the 'general affairs' cluster for which overall responsibility lies with the Ambassador. The office coordinator falls under direct responsibility of the Head of Internal Affairs. The department of internal affairs consists of 6 employees headed by Head of Internal Affairs.

**Job requirements**

- strong organizational, planning and time management skills
- strong communication skills (verbally and in writing) in English
- strong sense of client service
- effective personal relationships, tact and courtesy, cultural sensitive
- discretion
- good judgement
- flexibility
- sense of cooperation
- integrity
- initiative
- accurate

Post-Secondary training in business administration or a related field OR an acceptable combination of education, training and international work experience related to the duties and specific areas of competence required by the position.

**Short description of employee**

No-nonsense, team player, independent, problem-solving.



## Knowledge and Skills

### Knowledge:

- of general administrative and financial services
- of the upkeep of electronic files and records
- of data base, word processing and spreadsheet software

### Skills:

- to communicate effectively (verbally and in writing) in English
- strong organizational, planning and time management skills
- to prepare correspondence
- to keep files and records up to date
- to work independently and in a team
- to solve problems
- financial management skills
- computer literate (word, excel, database, outlook)



## Contacts

- ☐ With expat and local employed staff
- ☐ With management staff on the planning and completion of work.
- ☐ With local government and other bodies and firms, concerning customs clearance of goods, obtaining documents, arranging medical examinations, etc.
- ☐ With Ministry of Foreign Affairs in The Hague
- ☐ With local suppliers

## To apply

Interested qualified candidates are encouraged to apply by latest close of business on 10 MAY 2022. The application package should include a formal application letter, CV and 2 work references, plus copies of national ID or South Sudanese passport.

Applications should be submitted by email to [info@imatongemploy.com](mailto:info@imatongemploy.com) Subject-line must be "APPLICATION – NETHERLANDS EMBASSY OFFICE COORDINATOR"

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Kuwait – please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.

Questions regarding the position can be directed to e-mail: [info@imatongemploy.com](mailto:info@imatongemploy.com) – please mark the e-mail with "Questions – Netherlands Embassy Office Coordinator"

