



COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION CIDA - SOUTH SUDAN

July 27, 2023

JOB VACCANCY ADVERTISEMENT

Position Title	Administrative Assistant
Location	Juba Office
Supervisor	Finance Officer
Opening Date	27 th July 2023
Deadline Date For Submission	27 th August, 2023

BACKGROUND:

Community Initiative Development Association (CIDA) is an independent non-government organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters.

Vision: We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

Mission: We seeks to build and sustains local capacity of marginalized communities to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting the environment and human rights, while reducing social injustice.

VALUE System CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas in which it intervenes, both in institutional relations and societal responses

Job Summary:

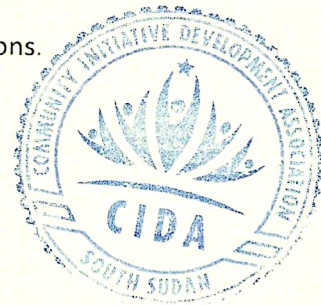
The Administrative Assistant facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks.

Supervisory Responsibilities:

- May direct the work of clerical employees in lower job classifications.
- May assist in training newly hired clerks and secretaries.

Duties/Responsibilities:

- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and clients.
- Maintains filing systems as assigned.



- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Maintains a system for recording expenses and the use of petty cash.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

Education and Experience:

- Associates degree required; Bachelors degree in related field preferred.
- Diploma in related field with two to five years of experience in an administrative role.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

How to Apply:

Qualified women are strongly encouraged to apply.

Applicants that meet the above requirements can send their soft or hard copies of Updated Curriculum Vitae (CV), Nationality Certificate, and Cover letter to Email: HRcidasouthsudan@gmail.com

The recruitment and filling of this vacancy is subject to the approval of funds from the donor.

CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract. CIDA does not charge any fee at every stage of recruitment.

NB: Only shortlisted candidates will be contacted

