



Approved
on 17/07/2019
[Signature]



Job Advertisement
Operations Assistant (1 Position)

The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidates to fill the Position of **Operations Assistant**, based in Juba, Jubek State South Sudan.

Title: Operations Assistant (1 position)
Duty Station: Juba, Jubek State, South Sudan
Duration: Current- August 31st, 2019
Closing Date: August 2nd, 2019

Reporting to: Procurement Manager

Job Purpose: The Operations Assistant supports the smooth and effective functioning of all areas of the Operations department, with a specific focus on the Procurement support.

Key Responsibilities:

- Deliver RFQs to known vendors and collect quotations.
- Copy and scan documents
- File procurement documentation into and maintain the organization of hard copy archive system.
- Save soft copies of procurement documents to cloud-based backup archive system.
- Deliver and collect documents, both between offices at the Juba compound and to outside offices within town.
- Verify deliveries and execute receipt paperwork.
- Collect product samples from vendors.
- Assist with the loading and unloading of goods at the compound.
- Participate in inventory stock checks and verifications.
- Take radio room shifts in relief of the Radio Operator.
- Act as Officer in Charge for vehicle movements, as required.
- Travel to field office locations in support of periodic leave coverage plans.
- Work cooperatively and harmoniously with partners and TCC colleagues to strengthen TCC-supported programs in every way possible.
- Work daily with awareness that The Carter Center works solely in support of the South Sudan Guinea Worm Eradication Program and the Trachoma Control Program of the Ministry of Health, Republic of South Sudan. Both programs are under the leadership of a GOSS Director.
- Represent The Carter Center with pride, integrity, professionalism, humility, respect for persons, and sensitivity to local culture and traditions.
- Other duties as assigned by the line manager or other senior management.



Person Specifications:

- South Sudanese National only
- Fluency in spoken and written English, and spoken local Arabic
- Comfort with Microsoft Office programs, i.e. Outlook, Word, Excel, etc.
- Completed Secondary school, with Diploma in any of the following fields Logistics & Procurement, Business Administration would be of an added advantage.

Application deadline: August 2nd, 2019.

Only shortlisted candidates will be contacted, **Women candidates** are highly encouraged to apply. No original documents are required at this stage.

For interested candidates, please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position by **to: HR Dept**

Applications may be submitted either by:

1. Email: recruitment-ssd@cartercenter.org (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyangachor.