

Call for Applications YSAT/JUBA/CFA2024/003

Title:	Office Admin Assistant
Duty Station:	Juba
Grade:	UG
Reports to:	Finance and Admin Officer
Position Open Date:	19 th / Jan /2024
Closing Date:	8th /Feb/2024
Expected Start Date:	As Soon As Possible
Contract Duration:	11 Months (possible extension)



YSAT is a Youth-led National NGO with a Mission to Promote Peaceful Communities by tackling barriers to education, hunger, and root causes of violent conflicts for displaced communities. We envision a self-sustained and Violence-free Communities.

YSAT was initiated in 2016 as an advocacy platform for raising voices of Displaced communities in Northern Uganda because of Occurrences of violent conflicts instigated by Hate and inter communal violence, Refugees limited access to Higher Education, Rights and Skills development services, limited participation of displaced communities in the Humanitarian Aid response – case of 2014 Influx of the South Sudanese Refugees in Northern Uganda,

YSAT is registered in South Sudan as a National NGO with Relief and Rehabilitation Commission (RRC) Reg No. 2407. .

Purpose of the position

Under the overall supervision of the Project Manager and director supervision of Finance and Admin Officer, the Office Admin Assistant completes clerical and administrative tasks. S/he will welcome, direct and interact with Visitors, coordinate office meetings and appointments, maintain staff welfare and other clerical duties

Duties and Responsibilities

- Coordinate meetings and appointments throughout the various offices and between employees with clients to ensure efficiency and maintain compliance

- Manage Agendas, meeting room schedules, travel plans and appointments for upper management
- Manage emails, letters, packages, phone calls and other forms of office correspondences
- Support bookkeeping and budgeting procedures for the organization i.e. tracking invoices
- Create and update records for financial, personnel and other data relevant for reporting
- Make purchase/requisitions for office supplies like furniture, utilities, consumables, and other necessary equipment that facilitates office running
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures
- Prepare reports and present proposals for administrative needs and present as needed
- Assist Teams whenever there is an opportunity to do so



Desired Qualifications/Skills/Experiences

any relevant qualification in secretarial related studies. We prefer Degree/Diploma/Higher Education Certificate in business management, public administration, human resource or relevant field to the position

Other qualifications

Personal Competencies/Skills

- Excellent leadership, time management and organizational skills
- Proven excellence as an office administrator, assistant or any relevant position
- Outstanding abilities to communicate in person, in writing and over the phone
- Familiarity with common procedures and basic account principles used in office
- Knowledge of Microsoft office and other office management tools and applications
- Excellent Strategic Planning, scheduling, Quick learning and detail-orientation skills

Work Relationship

Internal (within YSAT Office)	External (Outside Office)
<input type="checkbox"/> All Office Team	Persons of Concern
<input type="checkbox"/> YSAT Management	Our Partners
	Other stakeholders



APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents

ELECTRONICALLY to the Human Resource Office via:

admin@youthsat.org

Or

Drop Hard copy applications and CVs/Resume to **YSAT** South Sudan Office in Juba,

Youth Social Advocacy Team

Plot NO.112. Juba Nabari street,
down from American Residence Road
Near Turkish Emmbassy, In Tongping
Juba - South Sudan.

Deadline for receiving applications is Thursday 8th of February/ 2024 at 05:00PM (CAT)

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to **South Sudanese Nationals only** who have Competent and Working experiences in the Related field.

Qualified female candidates are STRONGLY encouraged to apply.

YSAT-Uganda is committed to **Zero Tolerance for Fraud & Sexual Exploitation and Abuse (SEA)** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Please note:

1. *Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. **Due to the urgency in filling the position, applications may be reviewed on rolling basis.**
3. *Submitted copies of academic documents will NOT be returned to the applicant after reviewing them.*
4. Please note incomplete applications **will not be considered** for shortlisting.

Humanitarian Services are Free!!

