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Labour



Job Advertisement

Position Title:	Admin & Internship Officer South Sudan NGO Forum
Position Type:	National Staff
Location:	Juba
Work Station:	Secretariat Office, Juba, South Sudan
Reporting to:	South Sudan NGO Forum Secretariat Director or Designate

South Sudan NGO Forum:

The South Sudan NGO Forum is a member organisation, supporting the operations of about 114 International NGOs and 236 National NGOs providing humanitarian, development and peacebuilding work in South Sudan. The NGO Forum Secretariat coordinates the work of one of the largest NGO Forums in the world, supported by INGO, NNGO and Joint steering committees. This includes coordination, information sharing, advocacy, policy/position paper production, government/donor/UN engagement and engagement on other vital issues regarding humanitarian relief, recovery and development.

Summary of primary functions

The Secretariat Administrative and Internship Officer will implement operational support for efficient and effective running of office operations and the South Sudan NGO Forum internship project. S/he will also provide administrative and logistics support, asset management and effectively coordinate the registry and reception functions.

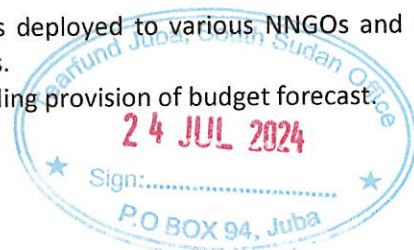
Key responsibilities

Administrative tasks

- Address employee's queries regarding office management (e.g. stationery, Hardware and travel arrangements).
- Take and keep stock of Secretariat office supplies as per host agency policy.
- Ensure the NGO Forum premises (offices and meeting hall) are safe and conducive for the Forum's work, arrange necessary upgrades and repairs as needed.
- Ensure that all supplies are invoiced and paid for on time.
- Assist in planning of in-house or off-site activities (meetings, workshops and conferences).
- Manage the issuing and collection of membership certificates to NGO Forum members.
- Work with the host agency Head of Logistics to manage contracts and price negotiations with office vendors, service providers to the NGO Forum Secretariat.
- Provide general support and guidance to visitors
- Support the Secretariat Director and Host Agency financial focal point in the financial management of the Forum.

Internship initiative tasks

- Maintain up-to-date database and file for interns deployed to various NNGOs and INGOs including information on their monthly incentive payments.
- Assist in annual internship project work plan including provision of budget forecast



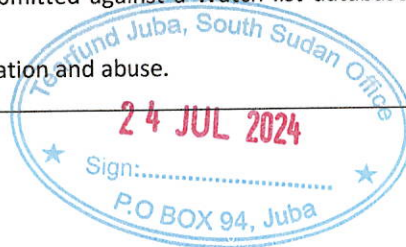
- Propose and forecast NGOs interns demand and next internship application cycle
- As per NGOs demand, select interns with desired qualifications from the Secretariat online interns' database.
- Ensure that the selected internship beneficiaries are from diverse ethnic backgrounds representing diverse communities across South Sudan
- Prepare selected internship beneficiaries for the internship orientation before placement with host NGOs
- Participate in internship project proposals as may be required by supervisor or senior management
- Provide regular internship project reports and presentations to supervisor and senior management when required.
- Initiate monthly internship incentives payment request for approval by line manager and for subsequent submission to finance unit for processing.
- Follow-up with host agencies hosting interns to ensure that interns are accorded exposure to as many functions as possible related to the intern's position.
- Ensure that host agencies supervisors provide required opportunities for interns desired experience in a professional setting
- In collaboration with host agencies' supervisors, assess interns progress and professional behaviour, and provide feedback to interns during final evaluation.
- Monitor the number of internship days the intern has completed in the host agency he/she had been deployed in and ensure that intern interagency mobility is not allowed unless the move is beneficial to an intern learning experience. A decision in that regard should be clearly documented.
- Ensure that host agencies supervisors communicate to the NGO Forum Secretariat any concerns about the intern's internship experience.
- Perform any duty as required by management.

PERSON SPECIFICATION: Admin & Internship Officer South Sudan

	ESSENTIAL	DESIRED
QUALIFICATIONS	<ul style="list-style-type: none"> ● Must be a South Sudanese national. ● University degree in Business Administration, Public Administration, Management, HRM or related fields with additional two (2) years of relevant experience. ● Strong organizational and planning skills in a fast-paced environment. ● A creative mind with an ability to suggest improvements. 	<ul style="list-style-type: none"> ● Professional qualification in public administration, management and HRM.



EXPERIENCE	<ul style="list-style-type: none"> ● Excellent communication, writing and drafting skills required. ● Diplomacy, tact and patience. ● Ability to focus on a variety of tasks within a deadline-driven environment. ● Ability to communicate and work closely with a variety of people within a multicultural environment. ● Takes initiative/self-starter. ● Concise and analytical thinking. ● Organized and resourceful. ● Work and follow-up independently with minimal supervision and maintain flexibility in working hours. ● Experience from South Sudan desirable. ● Proficiency in English and Juba Arabic languages. 	<ul style="list-style-type: none"> ● Experience with an NGO will be an asset ● Flexible to work for longer hours as situation may dictate
SKILLS/ ABILITIES	<ul style="list-style-type: none"> ● Demonstrable knowledge in office administration and procedures. ● Proficiency in MS Office (MS Office, MS Excel and MS Outlook). ● Hands on experience with office machines. ● Familiarity with email scheduling tools. ● Excellent time management skills and ability to multi-task and prioritize work. 	<ul style="list-style-type: none"> ● Proven skills in use of MS excel ● Ability to speak Juba Arabic clearly
PERSONAL QUALITIES	<ul style="list-style-type: none"> ● Trustworthy and responsible ● Willing to work under minimal supervision ● A dedicated and flexible team player 	<ul style="list-style-type: none"> ● Patient and tolerant ● People person-Can present a caring face of the NGO Forum
OTHER COMMENTS: <ul style="list-style-type: none"> ● All roles require a DBS/Police check ● Tearfund is a member of the SCHR Misconduct Disclosure Scheme ● Personal identification information will be submitted against a Watch list database to check against criminal convictions as a counter-terror measure ● We have a ZERO-TOLERANCE to Sexual exploitation and abuse. 		



How to Apply

If you are the candidate we are looking for, please submit your CV and cover letter only in English as well as NGO Forum application form- which is attached with the Job Advert, located in ECSS Compound, Hai Jerusalem detailing your experience for the post and include your daytime telephone contact.

We encourage all applicants to submit their applications online through our web <https://www.tearfund.org> Indicate the title of the job you are applying for.

- Closing date for receiving applications is 13th August 2024 at 5:00pm CAT.
- Female candidates who meets the qualifications are strongly encouraged to apply.

NB: Due to the urgency of the position, applications submitted will be reviewed on a rolling basis, and should there be a suitable candidate, the position may be filled before the deadline for applications.

Only short-listed candidates will be contacted.

