



Approved
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IMA WORLD HEALTH

ADVERTISEMENT

Post Title: Receptionist (Intern)

Number of Vacancies: 01 (One)

Duty Station: Juba

Contract length: 6 Months period

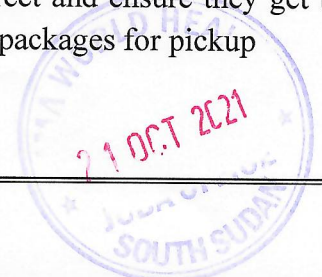
Reports to: HR Assistant

ORGANIZATIONAL BACKGROUND

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

KEY RESPONSIBILITIES:

- Welcome people/visitors entering the building in a good and respectful manner, answering any questions, providing directions, and alerting staff when someone is there to meet or visit them
- Take temperature (using a digital thermometer gun) for staff and visitors to the office and ensure they hand sanitize before settling in.
- Answer a multiple line phone system, manage calls by routing them to the proper extensions or taking messages and delivering them within message system along with setting up conference calls as requested
- Assist new applicants who come into the building to apply for positions, including providing them with applications registrar, pen, and reference material they may need,
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Raise PRF and order front and general office utilities/supplies i.e tea, coffee, sugar and keep inventory of stock and stationeries
- Manage the building log of who is entering and exiting the building
- Accept deliveries and parcels, organize them to be distributed to the correct and ensure they get to the recipient in a timely manner while also managing outgoing parcels and packages for pickup



- Serve as the face of the organization, offering friendly service to those entering the building or calling in on the phone
- Maintain the reception area, keeping it clean and free of clutter
- Update calendars and schedule meetings

Perform other clerical receptionist duties such as filing, photocopying, and transcribing

Qualifications for Receptionist and Requirements

- Proficient in Microsoft Office
- Strong phone skills
- Computer skills
- Demonstrated ability to read, write, and speak English
- Comfortable multi-tasking and prioritizing tasks without guidance
- Excellent interpersonal skills
- Punctual with strong attendance history
- Hands-on experience with office equipment
- Professional attitude and appearance
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Good customer care service attitude
- Fluency in spoken English, Juba Arabic, and other local South Sudanese language

REQUIREMENTS

- High school certificate and or training certificate in Business Management required
- 2-3 years of relevant experience in an office environment

APPLICATION INSTRUCTIONS:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least three professional references from previous employers to Human Resource Office IM World Health through e-mail jubahr@imaworldhealth.org or by hand delivery to IMA – South Sudan County Office: Heran Office complex, Hai Cinema Opposite Juba Stadium. Deadline for submission is **Friday October 29th, 2021, by 5 pm South Sudan Local time.**

We will be reviewing applications on a rolling basis, so please apply at a suitable time. This position is based in Juba,

Include Name of the position and location in email subject line or on the envelope clearly marked

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

Open to South Sudanese nationals only

Female candidates are strongly encouraged to apply for this position.

