

JOB OPPORTUNITY

Amref Health Africa is the largest international health development organization based in Africa. With headquarters in Kenya, Amref Health Africa has offices in Ethiopia, Uganda, South Sudan, Kenya, Tanzania, Southern Africa and Western Africa providing services to over 30 countries.

Working with and through African communities, health systems and governments, Amref Health Africa aims to close the gap that prevents people from accessing their basic right to health. Amref Health Africa is committed to improving the health of people in Africa by increasing sustainable health access to communities in Africa through solutions in human resources for health, health service delivery, and investments in health. Our Vision is *Lasting Health Change in Africa*. For more on Amref Health Africa please visit www.amref.org

Amref Health Africa in South Sudan is seeking to hire **Qualified, Competent, and Vibrant South Sudan Nationals** to fill the following position.

Administrative Assistant (1 Position) - Ref. No. **AD/009/2022**

Location: Juba.

PURPOSE OF THE JOB:

An Administrative Assistant, is responsible for providing administrative support to an organization. Their duties include organizing company records, overseeing department budgets and maintaining inventory of office supplies.

DESCRIPTION OF DUTIES

- Develop and implement annual work plans for administrative functions with support to projects, and give technical support in administration related areas.
- Works with teams to implement continuous process improvement to ensure sustainability of operations at all levels.
- Oversee effective maintenance and insurance of all organizational assets and ensure staff conducive working environment with optimal use of organizational resources.
- Make sure vehicle management policies and procedures are compiled across the organization.
- Establish fuel and vehicle maintenance monitoring system to promote efficiency and effectiveness in vehicle use.
- Provide oversight in the skills acquisition and development of transport support staff and on safety and security for Amref assets and staff at all times.
- Oversee and follow up on contract management related to, maintenances, house rent, legal cases and others that need the attention of administration unit.
- Implement and manage established security guidelines, policies and procedures and manage security guard's functions in all operation areas of the country
- Make sure that all services of utility are properly delivered and payments to the services are effected
- Supervise Manage and oversee the services of cleaning and messenger

Job Requirements:

- Bachelor's degree in business administration or business management is advantageous.



- At least 3 years' experience.
- Proven experience working in an office environment.
- Proficiency in all Microsoft Office applications.
- Working knowledge of business management.
- The ability to multitask.
- Excellent organizational skills.
- Effective communication skills.
- Exceptional customer service skills.



How to Apply

Please visit our website <https://amref.org/vacancies/> to submit your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include an updated CV including three work related referees and a cover letter addressed to the Human Resource Business Partner, Amref Health Africa.

The closing date for submitting applications is **June 30, 2022**.

The position will be hired on a rolling basis.

Amref Health Africa is committed to the principles of safeguarding at the workplace and does not tolerate any form of abuse, discrimination or harassment.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Amref Health Africa is an equal opportunity and has a non-smoking environment policy

