



## Juba Office

**Post Title:** Project Assistant (Readvertised)

**Organizational Unit:** UNESCO Juba Office

**Duty Station:** Juba with frequent travel to the field (States)

**Grade:**

**Duration:** 1 June– 2023 to 30<sup>th</sup> May,2024

**Closing Date:** 25 May 2023

**UNESCO core values:** Commitment to the Organization, Integrity, Respect for Diversity, Professionalism.

**Eligibility:** Only Nationals of South Sudan are eligible to apply. Female candidates are strongly encouraged to apply.

**Duration of contract:** Eleven and a half (11 months, 15 days) months with the possibility of an extension subject to availability of funds and satisfactory performance.

### Main responsibilities

Under the overall authority of Head of the UNESCO Juba Office and direct supervision of the Head of Education Unit/Education Programme Specialist, and the Project Assistant will be responsible for carrying out the following tasks and responsibilities:

1. Assist in the processing of contracts and contract obligations
2. Assist in the procurement of materials and equipment using information provided by project manager, including tracking of all financial transactions.
3. Assist in the organization and planning of meetings/workshops, specifically provide assistance with logistical organization; contribute to preparation of meeting/workshop documents and other materials, including drawing up budgets, meeting obligations and contracts with vendors, ensuring timely payment/settlements of obligations, and undertaking other logistical preparations such as travel and accommodation.
4. Assists Administrative unit in management of the results of procurement procedure and preparation of executions of contracts, including checks on invoices and related technical documentation.
5. Arrange missions related to projects including preparing travel plans, travel orders, securing UNDSS security clearance, and submitting travel claims.
6. Assist with general projects administrative backstopping as required.
7. Assist in knowledge and document management for the project(s) by organizing and maintaining project central files in the OneDrive, database, documentary records and archives.
8. Ensure timely response/dispatch of all correspondence and documents via email, post, and pouch.
9. Assist in drafting correspondence/documents in English.
10. Where necessary maintaining smooth and regular communication and update with all relevant project/programme stakeholders (i.e., potential programme stakeholders, beneficiaries and partners).
11. Maintain and update the office's knowledge management tools and assist in organizing internal knowledge and information sharing activities.

12. Provide support to programme/project staff to share knowledge and information as related to donor and partner reporting, and as necessary for visibility purposes.
13. Ensure that project/programme vendor information is kept updated and accurate.
14. Perform any other duty assigned by the education program specialist and/or the head of UNESCO Juba Office

### **Qualifications and Experience Required**

The Project Assistant to undertake the assignment must fulfil the following requirements:

- (i) Minimum of 3 years of relevant working experience in administrative and financial management roles  
University degree in education with focus on Peace Building or Development Studies, or Social Sciences Experience in Project Management in any related field is an essential requirement.
- (ii) Proven ability to work efficiently, under pressure and in a multi-cultural environment.
- (iii) Prior experience with the UN or international organizations is an advantage.
- (iv) Strong interpersonal and communication skills, both oral and written, including coherent and consistent documentation.
- (v) Demonstrated ability to coordinate tasks to meet deadlines.
- (vi) Ability to work rapidly, both in person and remotely, with team members in various locations

### **Skills and Required Competencies**

- a) Familiarity or ability to quickly learn UNESCO relevant financial and programme procedures.
- b) Management, leadership, and diplomatic skills are required and capacity to involve and engage line ministries, media, professionals and other relevant organizations.
- c) Excellent management, organizational, coordination and filing skills.
- d) Strong analytical and communications skills.
- e) Ability to multi-task, prioritize and respect deadlines.
- f) Ability to work as a team member and provide timely support in multi-cultural environment.
- g) Flexibility to adjust work schedules and priorities and capacity to work under pressure.
- h) Good interpersonal and communication skills, including ability to draft correspondence and review and correct documents.
- i) Discretion and capacity to deal efficiently, respectfully, and prudently with people of different cultural backgrounds.
- j) Good IT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint etc.).
- k) Excellent spoken and written English and Juba Arabic.
- l) Professional experience within the Education sector is an advantage.

### **Terms and Conditions**

The terms and conditions for the position are in line with UNESCO's standard Terms and Conditions of Services, which includes remuneration as well as other benefits for locally recruited service contract position. This is a local position; preference will be given to only South Sudanese citizens who meet the requirements. UNESCO recalls that paramount consideration in the appointment of staff members shall be the necessity of securing the highest standards of efficiency, technical competence, and integrity. UNESCO applies a zero-tolerance policy against all forms of harassment. UNESCO is committed to achieving and sustaining equitable and diverse geographical distribution, as well as gender parity among

its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups and indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. UNESCO does not charge a fee at any stage of the recruitment process. Interested and suitably qualified persons should submit their motivation letter, Curriculum Vitae with three professional referees with full contacts and proof of all academic qualifications. Only shortlisted applicants will be contacted.

### **Application Procedure**

Please address all applications in closed envelope marked “Application – Project Assistant (PBF Project)” to: UNESCO Juba Office Tomping, Juba Republic of South Sudan, or send via an email with subject line as “Application – Project Assistant (PBF Project)” to [j.recruitment@unesco.org](mailto:j.recruitment@unesco.org).