

Universal Network for Knowledge & Empowerment Agency (UNKEA)

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Website: www.unkea.org

Job Description

Position: Executive Secretary

Report to: Executive Director

Base: Juba with frequent field visits when required

Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan. UNKEA was founded in 2002 by a group of concerned men & women of Upper Nile state to respond to dire social, economic, livelihoods, and health conditions experienced by the South Sudanese Citizens. UNKEA's initial purpose was to solely fight the deadly Kalaazar disease in Upper Nile. This was effectively achieved – prompting the organization to expand its mandate. UNKEA's mandate has since expanded to include Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women, Economic development, and Access to justice & Peace Building. UNKEA is implementing projects with funding support from UNICEF, WHO, SSHF, SCI and CAPH

Job Summary

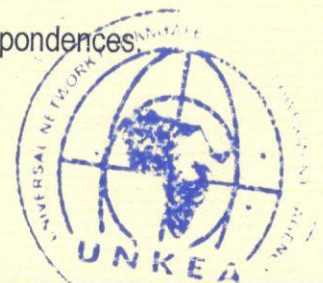
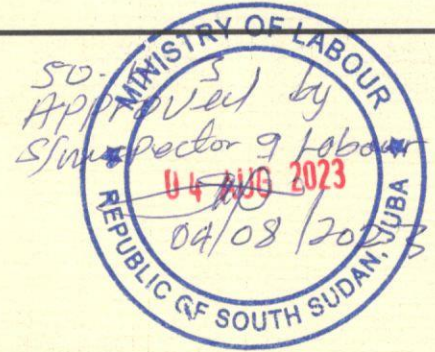
The executive Secretary will be responsible for daily administrative planning, coordination, and management in the office of Executive Director

UNKEA is looking to hire an Executive Secretary with exceptional administrative and clerical skills. Executive Secretary is expected to be a multi-tasked and work well under pressure in a fast-paced environment.

The Executive Secretary should be organized, have superb clerical and writing skills, must be an exceptional communicator with a keen interest in providing reliable and accurate support to the Executive Director and management while working with confidential information.

Duties and Responsibilities

- Coordinate arrangements of meetings, booking of conferences hall as assigned.
- Book meeting appointments with consultation of Executive Director for external staff, clients, or donors
- Take dictation/minutes during conference proceedings and write correspondences.





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- Compile, proofread and revise draft proposal, report, contract and any other documents before endorsement by Executive Director
- Keeping organized and accurate records, making updates to databases, and filing of documents
- Prepare reports, presentations, and correspondences accurately and swiftly.
- Create and organize information, filling and generate reference tools/number for easy use or allocation.
- Answer and screen telephone calls, and respond to emails, messages, and other correspondences.
- Operate and maintain office equipment and be office manager of the Executive Director.
- Manage busy calendar, meeting coordination and travel arrangements.
- Ensure high level interpersonal relationship with clients, donors, and staff.
- Ensure efficient and effective administrative information flow within the organization.
- Facilitates in printing of reports, agenda, scanning documents and other materials for meetings or organization-wide distribution.
- Taking minutes at meetings and distributing formal copies to the attendees afterwards
- Personal Assistant to the Executive Director
- Any other duties assigned.

Qualification Requirements

- BA in Business Administration (desirable) or Advance Diploma in Business Administration, office practice, or related (essential) field of study.
- Certificate in stenography will be an added advantage though not a requirement.
- Two-Three years of experience in an executive support role.
- Methodical thinker with detailed writing proficiencies.
- Thorough understanding of secretarial principles.
- Strong knowledge of databases and tracking systems.
- Fantastic organizational skills and detail oriented.
- Ability to work under pressure and meet deadlines.
- Brilliant written and verbal communication skills.
- Excellent communication skills and team builder
- Ability to work with diverse cultural background.
- Proficient in Microsoft Office, and business communication software.





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Core Skills

- Professional telephone etiquette
- Typing skills with good number of words per minute
- Basic computer skills in
- Teamwork Spirit
- Possess incredible problem solving and office coordination skills and exhibit excellent time management.

Application

Qualified female candidates who meet the above job specifications are encouraged to submit cover letter, CV and copies of academic documents to jobs@unkea.org/unkea.southsudan@gmail.com or hand drop the hard copy to UNKEA office, along 17th Avenue, Tombura Road-Kator, Juba

Deadline on 24/08/2023

