MINISTRY OF LABOUR PUBBLIC SERVICES & HRD
DIRECTOR GENERAL'S OFFICE
Northern Bahr el Ghazal State - Aweil
2022

german cooperation
DEUTSCHE ZUSAMMENARBEIT

Implemented by giz

WE ARE HIRING

Position: Administrative Assistant (Re-advertisement)
Project: Food Security and Management of Natural Resources
Reports to: Head of Administration and Finance
Contract Duration: 1 Year renewable
Location: Aweil, with occasional travel In South Sudan

Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development in the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is urgently seeking qualified candidates to fill vacant positions of Administrative Assistant in Aweil for its project "Food Security and Management of Natural Resources".

Scope of the Position:

Generally, the Administrative Assistant performs his/her duties independently with guidelines defined by the Head of Administration and Finance, and in accordance with GIZ processes and rules. The Administrative Assistant performs all necessary admin, finance, procurement and logistics support functions in the respective field location.

Your Tasks

- Ensuring that administration functions well in accordance with GIZ rules and regulations
- Steering of effective and efficient office day-to-day activities
- Liaising with administrative and financial staff of the agriculture programs as well as the GIZ coordination office in relation to administrative, finance and logistical procedures
- Preparing logistical and administrative aspects of workshops, such as the booking of venues, the drafting of invitations, registration of participants, ensuring availability of workshop materials, support to travel settlements
- Managing incoming and outgoing correspondence (post, fax, email)
- Creating and updating records ensuring accuracy and labels files in accordance with GIZ filing rules
- Supporting procurement processes as per the GIZ procurement regulations
- Managing the project inventory, maintaining the inventory list / files (Onsite Asset) and conducting the annual inventory check together with the procurement officer in Juba
- Checking the project account balances reports; initializing the bank reconciliation sheet, cash

reports and list of outstanding items (receivables and liabilities)
- ❖ Follow up on vehicle logbooks, average fuel consumptions, registration, and insurance renewals
- ❖ Handling the petty cash in the respective region and making payments
- ❖ Overseeing the cash box and cheques, including safekeeping, and the implementation of regular cash box reconciliations according to GIZ rules and regulations
- ❖ Carrying out accounting tasks using WINPACCS accounting software and preparing monthly end-of-period accounts and bank reconciliation vouchers
- ❖ checks the project account balances reports; initials the bank reconciliation sheet, cash reports and list of outstanding items (receivable and liabilities)
- ❖ monitors real accounts (payables, receivables) and reports regularly to the project manager and the Head of Finance & Administration
- ❖ checks the vouchers and receipts in the respective region for completeness and allocation to cost units and outputs, and corrects these where necessary

Your Profile

- ❖ BA or similar qualification in accounting, business administration with a focus on accounting or a related area
- ❖ Minor qualification in business administration with a focus on accounting or a related area
- ❖ At least 3 years working experience in financial accounting and/or other administrative tasks in a comparable position
- ❖ in-depth knowledge of accounting software
- ❖ good working knowledge of ICT technologies (related software, phone, fax, email, internet) and computer applications (e.g. MS Office)
- ❖ confidential handling of data and information
- ❖ very good knowledge of the English language, as well as Juba Arabic
- ❖ willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office along ministries road Juba town next to Juba town main mosque or by email to **HR-Suedsudan@giz.de**.
Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only **shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful.** This position is open only to South Sudanese nationals.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.

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16 OCT 2022

Opening Date: 17/10/2022 **Closing Date: 04/11/2022**

APProved by Labour Offic
AWeil NBGS/A.