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# VACANCY ANNOUNCEMENT

I. Position Information	
1. Job Title:	Executive Office Manager
2. Type of Contract	National (South Sudanese National only)
3. Duration of Assignment	One year (renewable based on satisfactory performance and availability of funds)
4. Duty station:	Juba
5. Starting date:	April 2021
6. Funding Agency	The African Development Bank Group
7. Host Agency/Host Institution	National Revenue Authority, South Sudan
II. Organizational Context	
<p>The Republic of South Sudan became an independent state on July 9, 2011. The attainment of independence by South Sudan has opened an unprecedented window of opportunity to turn the devastation of over 20 years of civil war, displacement and underdevelopment into a new era of peace and prosperity.</p> <p>The government through the Ministry of Finance and Planning is embarking on revenue modernization and tax policy reforms to boost non-oil revenue generation in a transparent and accountable manner. The continued volatility of the oil price resulting in drastic fall in oil revenue receipts has created fiscal distortion in the fiscal year budgets thereby curtailing government ability to provide adequate services to the people.</p> <p>The government of the Republic of South Sudan through Loan facility from the Africa Development Bank is establishing National Revenue Authority as a single collector to take up the responsibility of collecting all national revenues in an efficient manner. In this regard, a Commissioner General has been appointed to manage the day-to-day administration of the new institution.</p>	
III. Descriptions of Duties:	
<p>Under the direct supervision of the Commissioner General of the South Sudan National Revenue Authority, the Executive Office Manager will undertake the following specific tasks;</p> <ol style="list-style-type: none"><li>Acts as Liaison to the Office of the Commissioner General (OCG) and the different department within the organization;</li><li>Welcoming visitors, reviewing correspondence and arranges program functions, answer queries and meeting requests directed by the Commissioner General;</li><li>Travels and attend meeting with the CG and prepare minutes, action list and provide administrative support as necessary;</li><li>Organizes and coordinates the appointments and activities of the CG office;</li><li>Prepares initial drafts of correspondences and documents coming from Office of the CG;</li><li>Tracking of progress on agreed issues; follow-up with focal points on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the office of the CG;</li><li>Screening of incoming communications, filter outgoing correspondence for CG, and signature, clearance and further action by other staff; wherever needed. Adherence to appropriate protocol and correspondence guidelines</li></ol>	

when communicating with stakeholders;

8. Coordination of/preparation of relevant documentation/background notes for meetings organized by CG as well as by other Offices/Units;
9. Maintenance of the filing/archiving system ensuring safekeeping of confidential materials. Contribution to development and use of automated filing system;
10. Efficient and discreet management of the CG schedules, administration of meetings, appointments and briefings;
11. Administration of travel for CG and other senior management staff in the office, as required, including itinerary, hotel reservations, preparation of travel authorizations, processing requests for visas, and other documents, etc.
12. Coordination of the information flow and dissemination of corporate and interoffice communication to staff as required;
13. Maintenance of the Calendar with major events, deadlines, etc, in cooperation with other members of the Directorate team;
14. Draft routine correspondence and interoffice memos, general briefing notes, documents, reports, when required;
15. Performs such other duties as the Commissioner General may assign

#### **V. Corporate Competencies:**

1. Demonstrates commitment to NRA's mission, vision and values.
2. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### **Functional Competencies:**

1. Development and Operational Effectiveness
2. Ability to perform a broad range of activities pertaining to the job, including data/ schedule management, maintenance of protocol, information flow.
3. Ability to handle information and documents with confidentiality
4. Ability to provide input to business processes re-engineering, elaboration and implementation of new data management systems;

#### **Leadership and Self-Management**

1. Shows initiative
2. Focuses on result for the Ministry of Finance and Planning and responds positively to feedback
3. Consistently approaches work with energy and a positive, constructive attitude
4. Remains calm, in control and good humored even under pressure
5. Demonstrates openness to change and ability to manage complexities
6. Knowledge Management and Learning

7. Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

## **VI. Skills, Experience and Qualifications Required**

The successful candidate should have the following skills, experience and qualifications:

1. Minimum of five (5) year experience for first degree and three (3) years of experience for Master's degree in providing executive support;
2. Minimum of one (1) year work experience and interest in internal and external communications and institutional development;
3. A minimum of Bachelor Degree or above with working experience in Communication, Management, Corporate Policy, Journalism, and any other relevant field.
4. Excellent in written and oral communications in English language.
5. Strong interpersonal skills;
6. Can perform and prioritize multiple tasks seamlessly with attention to details;
7. Proactive approach in problem solving with strong decision-making capability;
8. Highly resourceful team player and can work independently; and
9. With ability to handle confidential information with discretion.
10. Proficient in Microsoft Office location (especially MS Word, MS Excel and PowerPoint, and internet).

## **VII: Application Procedure**

Expressions of interest and updated CV together with the copies of academic Documents must be delivered or e-mailed to the address below by **05<sup>th</sup> March 2021, 3.00PM South Sudan Local Time.**

**Attn: Mr. Emmanuel Michael Elisa-Project Coordinator,**

**AfDB Project Coordination Unit**

**Ministry of Finance and Planning-Ministry Complex,**

**Po. Box 80-Juba South Sudan**

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