**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN**

**VACANT ANNOUNCEMENT**

Position: Admin Assistant

Reports to: Chief of Party

Supervision of: N/A

Duty station: Juba

Travel: 10%

Project number: SSFM2007

Duration and type of contract: 12Month, with possibility of extension

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization’s values. to be **dedicated,** **innovative,** **inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. **Role and responsibilities**

The purpose of the Assistant position is day to day implementation of the support functions responsibilities. Use actions words such as ensure, implement or assist for the position relevant responsibilities.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function
6. ..
7. …
8. ..
9. ..

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

1. Act as liaison person in NRC work with GoSS state bodies. Ensure smooth and amiable resolution on issues NRC SS faces with local authorities
2. Coordinate travel for NRC staff and its partners including booking flights, both domestic and international and tracking all movement
3. Facilitate signing of timesheets and archiving of the same
4. Prepare and obtain all travel documents including processing of visas, alien’s registration and work permit
5. Maintenance of the Office and Guest House, cleanliness, and utilities
6. Managing and maintaining stocks of Assets, Office stationaries, and Cleaning detergence’s/ material
7. Manage staffs contact list, request payment and facilitate airtime for the staffs in the unit
8. Check on stock balance and initiate replenishment from store or raise PR on time
9. Hold petty cash imprest fund for the unit, if delegated
10. Ensure proper filing of documents, personnel and administrative documents
11. Promote and share ideas for technical improvement in order to improve the quality of the staff development and capacity building plan
12. Facilitate efficient communication with partners, donors, government and other stake holders
13. Support in admin routine functions and any other duty assign by the line manager
14. Organize events such as partner meetings, staff meeting and other stake holders’ meetings
15. Any other duties assign by line manager(s)

Critical interfaces

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* Cooperation with line Managers, Budget Holders and CMG
* Create good cooperation with HR / Admin staff in all offices
* Cooperation with partners

Scale and scope of position

|  |  |
| --- | --- |
| Staff: | Responsible for all staffs members development in the administration |
| Stakeholders: | Create good relationships with the relevant line Ministries |
| Budgets: | No budget responsibility |
| Information: | Manage Administrative requirement at CO level, raising procurement request in UNIT4, |
| Legal compliance: | Ensure NRC compliance with the legal requirement of South Sudan in all administrative management matters |

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies:**

* Higher Education in related field
* Experience from working in Human Resource and/ or Administrative units, particularly in working with local authorities and other stake holders
* Documented results related to the position’s responsibilities
* Excellent communication skills
* Experience of good filing, both hard copy and electronic
* Experience in MS office (MS-Excel, MS-Word, Outlook...etc.)
* Fluency in English, both written and verbal

**Context/ Specific skills, knowledge and experience:**

* Have knowledge of the context in South Sudan
* Knowledge of the local languages of large circulation
* Problem solving attitude and be service oriented person
* High motivation and good level of energy on copying with requests in shorter lead times.
* Excellent hospitality attitude, readiness for helping others

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies and the following are essential for this position:

* Managing resources to optimize results
* Good stewardship
* Be integral person

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

• The Job Description

• The Work and Development Plan

• The Mid-term/End-of-trial Period Performance Review Template

• The End-term Performance Review Template

• The NRC Competency Framework

**Application Procedure:**

* The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
* Please do not submit original certificates. Submitted application documents will **NOT be returned.**
* Applications must be submitted no later than on the **29th Sept 2020** by email [SS.job@nrc.no](mailto:SS.job@nrc.no), or in an enclosed envelope clearly marked “**Admin Assistant**” to NRC offices
* NRC Human Resource Office in Juba and Akobo.

**Only short-listed candidates will be contacted, by e-mail or by phone.**

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY**