MSF Switzerland
Juba, South Sudan

MSF Switzerland (MSF-CH)

JOB VACANCY - SECRETARY

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **6-months** Fixed Term Contract and Trail Period of **3-months**.

Position: Secretary

Level: 3

Number of Vacancies: 1

Location: Mayen Abun, Twic County, Warrap State

Scope of responsibilities:

Perform secretarial administrative activities according to the instructions of the supervisor and MSF rules and protocols to ensure efficient administrative support to MSF office staff.

Accountabilities:

- Write and/or check official letters, reports and other documents related to the Mission
- Arrange and confirm appointments, keep a diary of absences, meetings and holidays up to date.
- Maintain a call register (incoming and outgoing) informing the individuals about the calls received during his/her absence.
- Take and prepare minutes of meetings.
- Manage all incoming /outgoing mail/packages/faxes, ensuring a proper registration and delivery to internal or external recipients.
- Monitor the person in charge of the mail and check the receipts, as well as the courier company and perform billing for services rendered.
- Manage office stationary supply and place orders on time to avoid running out of stock.
- Supervise the printing of copies and binding of documents.
- If the absence of a receptionist, welcome guests and visitors, ensuring that the reception area is in good, clean condition
- Inform supervisors in the case of any incident / problem.
- Help to organize internal and external events (meetings, presentations, etc) in sending invitations, ordering the catering, arranging accommodation, etc.

Recruitment criteria

Education:	•Secondary education and secretarial related studies
Experience:	• Desirable working experience of two years in similar jobs.
Languages:	• English language essential. Local language desirable
Knowledge:	•Essential computer literacy (word, excel and internet)
Competencies:	•Results. •Teamwork. •Flexibility. •Commitment. •Service. •Cultural.



How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. **The deadline to apply is 30th of October 2026**.

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https://forms.gle/owWNjpvK4UsYU7YM6

Female candidates are encouraged to apply.
Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline

*The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office** in **Hai Cinema – Juba**.*

Approved by Labour office Warrap State

16/01/2026