



Post title	Project Assistant
Organizational Unit	UNESCO Juba Office
Duty station	Juba, South Sudan
Grade	SB 2 Peg 4 plus some benefits
Duration	Start as soon as Possible
Closing date	Submit before 31 Dec 2023

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

Only Nationals of South Sudan are eligible to apply

Duration of contract: 12 months with the possibility of an extension subject to availability of funds and satisfactory performance

Main responsibilities

UNESCO is the United Nations Educational, Scientific and Cultural Organization. It seeks to build peace through international cooperation in Education, the Sciences and Culture. UNESCO's programmes contribute to the achievement of the Sustainable Development Goals defined in Agenda 2030, adopted by the UN General Assembly in 2015.

As a specialized agency and knowledge-based organization, UNESCO depends on highly skilled, committed professionals. Given the ambitious and exciting challenges of the 2030 Agenda for Sustainable Development, our expertise and global presence in the fields of Education, the Sciences, Culture, and Communication and Information, is more relevant than ever. Geographically diverse and gender-balanced, UNESCO is committed to having a competent, motivated and dedicated workforce that acts with the highest integrity and is empowered to support UNESCO's capacity to deliver on the sustainable development goals.

The Programme assistant will ensure effective and efficient programme support to the Communication and Information programme on "UN PBF funded, project entitled "Support to a people-driven and gender responsive permanent constitution making process in South Sudan", The project aims to strengthen Media organizations deliver well informed, accurate and gender sensitive reporting on the constitution making process.

Under the authority of the Head of UNESCO Juba office and direct supervision of the Communication and Information Programme Specialist, the incumbent will perform the following duties: Core Functions

/ Responsibilities:

Under the overall authority of Head of the UNESCO Juba Office and direct supervision of the Communication and Information Programme Specialist, the Project Assistant will be responsible for carrying out the following tasks and responsibilities:

- Assist in the processing of contracts and contract obligations.
- Assist in the procurement of materials and equipment using information provided by project manager, including tracking of all financial transactions.
- Assist in the organization and planning of meetings/workshops, specifically provide assistance with logistical organization; contribute to preparation of meeting/workshop documents and other materials, including drawing up budgets, meeting obligations and contracts with vendors, ensuring timely payment/settlements of obligations, and undertaking other logistical preparations such as travel and accommodation.
- Assists Administrative unit in management of the results of procurement procedure and preparation of executions of contracts, including checks on invoices and related technical documentation.
- Arrange missions related to projects including preparing travel plans, travel orders, securing UNDSS security clearance, and submitting travel claims.
- Assist with general projects administrative backstopping as required.
- Assist in knowledge and document management for the project(s) by organizing and maintaining project central files in the OneDrive, database, documentary records and archives.
- Ensure timely response/dispatch of all correspondence and documents via email, post, and pouch.
- Assist in drafting correspondence/documents in English.
- Where necessary maintaining smooth and regular communication and update with all relevant project/programme stakeholders (i.e., potential programme stakeholders, beneficiaries, and partners).
- Maintain and update the office's knowledge management tools and assist in organizing internal knowledge and information sharing activities.
- Provide support to programme/project staff to share knowledge and information as related to donor and partner reporting, and as necessary for visibility purposes.
- Ensure that project/programme vendor information is kept updated and accurate.
- Perform any other duty assigned by the Communication and Information program specialist and/or the head of UNESCO Juba Office.

**Qualifications
and Experience**

Required Qualification

- Completion of Secondary School Education. Possession of higher education (Diploma) or additional training will be an added advantage.
- Minimum of 1 year of relevant working experience in administrative and financial management roles or project management.
- Proven ability to work efficiently, under pressure and in a multi-cultural environment.
- Prior experience with the UN or international organizations is an advantage.
- Strong interpersonal and communication skills, both oral and written, including coherent and consistent documentation.
- Demonstrated ability to coordinate tasks to meet deadlines.

Skills and competencies

- Familiarity or ability to quickly learn UNESCO relevant financial and programme procedures. b) Management, leadership, and diplomatic skills are required and capacity to involve and engage line ministries, media, professionals, and other relevant organizations.
- Excellent management, organizational, coordination and filing skills.
- Strong analytical and communications skills.
- Ability to multi-task, prioritize and respect deadlines.
- Ability to work as a team member and provide timely support in multi-cultural environment.
- Flexibility to adjust work schedules and priorities and capacity to work under pressure.
- Good interpersonal and communication skills, including ability to draft correspondence and review and correct documents.
- Discretion and capacity to deal efficiently, respectfully, and prudently with people of different cultural backgrounds.
- Good IT skills with proficiency in the use of MS Office (Outlook, Word, Excel, PowerPoint etc.). k) Excellent spoken and written English and Juba Arabic.

Language

- Excellent spoken and written English and Juba Arabic

Desirable qualifications

- Professional experience within the media sector

Terms and Conditions

The terms and conditions for the position are in line with UNESCO's standard Terms and Conditions of Services, which includes remuneration as well as other benefits for locally recruited service contract position.

This is a local position; Preference will be given to only South Sudanese citizens who met the requirements. UNESCO accords high priority to gender equality in the fields of its competence. Therefore, interested and suitably qualified persons of all gender should submit their application letter, Curriculum Vitae with three professional referees with full contacts and proof of all academic qualifications.

Please address all applications in closed envelope marked "**Application – Project Assistant**":

UNESCO Juba Office
Tompson, Juba
Republic of South Sudan

Send an email with subject line as "**Application – Project Assistant.**"

Email: j.recruitment@unesco.org