



**World Vision®**

*Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so*

**Building Brighter Futures for Vulnerable Children**

**JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN**

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

**Job title:** Executive Associate  
**Reporting to:** Country Programme Director  
**Location:** Juba  
**Availability:** As soon as possible

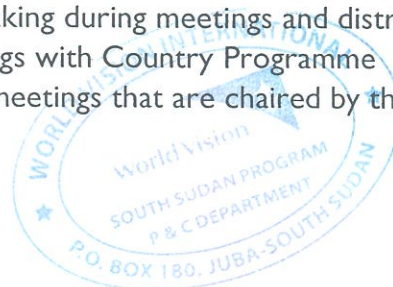
**Purpose of the position:**

To provide a wide range of administrative support services for the office of the Country Programme Director, Operations Director, and Program Development Director that ensures efficient functioning of the office and effective communication with stakeholders.

**Key Responsibilities**

**Administrative and Logistical Support.**

- To develop, set up and document office administrative systems related to: filing of documents, records management, and communications while ensuring confidential matters are handled promptly and efficiently.
- Respond to emerging situations proactively, as and when required.
- To coordinate the Senior Leadership Team (SLT) members and key visitors' schedule of appointments, meetings, and other business functions.
- To maintain the Country Programme Director office files, ensuring the confidentiality of all documents.
- Set-up zoom and Skype meetings and minutes taking during meetings and distribute, as required.
- Provide support towards organization of meetings with Country Programme
- Director direct reports and various leadership meetings that are chaired by the Country Programme Director.



- Follow up on key processes from the SLT and other relevant Team working group meetings.

#### **Travel Coordination.**

- To coordinate travel plans and arrangements in coordination with the Country Programme calendar, including flight bookings, shuttle arrangements and accommodation for all guests.
- Manage the Country Programme Director, Operations, Program Development Directors, calendars and in consultation with the SLT maintain a calendar of key events.
- Manage travel and leave schedule for SLT Members.
- Plan SLT members field visits in consultation with the respective Zonal Program Managers
- Support in Team leadership and Partnering for Performance
- Use personal initiative to ensure efficient and effective functioning of the SLT Members Office
- Attend and participate in Christian devotional meetings and chapel services.
- Provide support in tracking/managing leave for SLT Members and their direct reports.
- Support in updating and follow up of Microsoft Team online collaboration platform led by SLT members
- Assist in scheduling performance review meetings with SLT member's direct reports as well as collating supporting documentation for the review meetings.
- Other duties as required by supervisors.

#### **Support in Team leadership and Partnering for Performance**

- Use personal initiative to ensure efficient and effective functioning of the SLT Members Office
- Attend and participate in Christian devotional meetings and chapel services.
- Provide support in tracking/managing leave for SLT Members and their direct reports.
- Support in updating and follow up of Microsoft Team online collaboration platform led by SLT members
- Assist in scheduling performance review meetings with SLT member's direct reports as well as collating supporting documentation for the review meetings.
- Other duties as required by supervisors

#### **Qualifications: Education/Knowledge/Technical Skills and Experience**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- A Degree qualification in International relations and Diplomacy/Administration management, or alternative field transferable to the job requirements
- A minimum of 3 years' experience and competency in professional administrative and or Personal Assistance in Embassies and Public Secretaries duties and support.
- Must have experience in working with senior management personnel and in a team-oriented environment. Experience working for more than one line manager will be an advantage.
- Maturity to deal with competing priorities, complexities and handle very confidential information professionally.
- Good networking and Public Relations skills;
- Excellent analytical/problem-solving skills and attention to detail in the development of written documents.
- Excellent English communication skills with ability to express ideas, thoughts and concepts clearly and effectively in writing using correct and appropriate grammar, structure and spelling.
- Excellent computer knowledge including Word, Excel, and Power Point

- Demonstrated personal values, attitudes and behaviors that are consistent with World Vision Core Values Essential
- Works independently with minimum supervision.
- Mature in faith.

**World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.**

## **HOW TO APPLY**

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

**Qualified female candidates are equally encouraged to apply**

**Indicate the position you're applying for in the subject line.**

Applications should be submitted to this email [recruitsdno@wvi.org](mailto:recruitsdno@wvi.org) or Hand deliver to any of **World Vision offices.**

**Closing date for receiving applications is: 19<sup>th</sup> December 2019 at 5:00pm**

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

