



VANCANCY ANNOUCEMENT

POSITION: Director's Desk Officer, Juba (1)



Job Purpose

The South Sudan NGO Forum Secretariat coordinates the efforts of the NGO Forum Steering Committee as voted representatives of the South Sudan NGO Forum, which has over 100 international NGOs and 400 national NGOs in 2021. The NGO Forum Secretariat exists for the purpose of coordination, information sharing, advocacy, policy/position paper production, government/donor/UN engagement and engagement on other vital issues regarding humanitarian relief, recovery and development.

The NGO Forum Secretariat Director's Desk Officer is responsible for providing administrative and management support to the NGO Forum Secretariat Director, as well as supporting external engagements locally, regionally and internationally.

This dynamic and fast-paced role will be very rewarding for the right candidate. There is a very strong team spirit and collaborative approach to the team's work, but you will need to be self-starter, capable of working off your own initiative and owning issues.

Main Duties & Responsibilities

- Comprehensive diary management including internal and external meetings, formal and informal engagements and keeping up to date with all new activities.
- Monitor Director's emails and alert Director to matters in order of importance and priority.
- Sending and responding to correspondence on the Director's behalf
- Minute taking at internal and external meetings.
- Arranging and acting as secretariat for internal NGO Forum meetings, Steering Committees and NGO Forum Working Groups
- Arranging agenda and timetable of internal meetings.
- Preparing meeting requirements and ensure the Director is fully prepared for all key meetings.
- Point of contact and administrative support for the Steering Committee.
- Support other corporate activities and to provide ad-hoc administrative support.
- Meeting and greeting visitors when required and the necessary protocols that dictate the level of visitor.
- Attention to detail essential. Implementation of the Resource Centre Protocols
- Resource Centre access, attendance and scheduling management

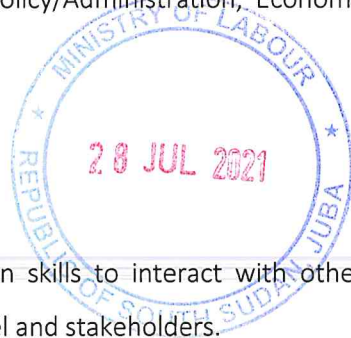


Emergency response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Person's Specification:

- University degree in Business Administration, Public Policy/Administration, Economics and related fields.
- Previous experience working as a Personal Assistant.
- Strong written English.
- Experience with MS Office products.
- Good verbal, written and interpersonal communication skills to interact with other team members, senior support personnel, high-level personnel and stakeholders.



Desirable

- Excellent communication, writing and drafting skills required.
- Diplomacy, tact and patience.
- Ability to focus on a variety of tasks within a deadline-driven environment.
- Ability to communicate and work closely with a variety of people within a multicultural environment.
- Concise and analytical thinking.
- Work and follow-up independently with minimal supervision and maintain flexibility in working hours.
- Demonstrate creativity and good design skills for different publications.
- Experience and knowledge in the humanitarian and development sector in South Sudan is desirable.

Competencies:

(a)Corporate Competences

- Demonstrates commitment to South Sudan NGO Forum mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

(b)Functional Competencies

- Ability to perform a broad range of activities pertaining to the job, including data/ schedule management, maintenance of protocol, information flow.
- Ability to handle information and documents with confidentiality



Leadership and Self-Management Competencies

- Focuses on result for the client and responds positively to feedback

- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Knowledge Management and Learning
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Concern Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: HR Department – Juba Office, Concern Worldwide South Sudan head office located at Tongping, Airport Road Opposite Ebony Bank, not later than 17th August 2021 or email it to; vacancies.juba@concern.net
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. A detailed Job description will be provided to the successful candidate at the time of appointment

