

EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. JUB 2023/03/05/0002

Who we are:

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees to access their rights in a safe and secure environment. Currently DRC is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Demining and peacebuilding.

DRC Seeks to Recruit:

Position Title	Administration Intern
Reports to	Administration Team Leader
Duty Station	Juba
Contract Type	Internship
Employment Start Date	As Soon as Possible
Salary	According to DRC Salary Policy
Eligibility	South Sudanese Nationals Only
Advertisement Closing Deadline	22nd May, 2023



Overall purpose of the role:

The Admin intern is responsible for managing all travel and accommodation services and supports the Administration Team Leader in relevant administrative tasks.

Experience and technical competencies: (include years of experience)

- To book all staff, consultants and visitors ticket booking requests and ensure correct and approved supporting documents are attached.
- To work with the local travel agents, UNHAS in ensuring that all flights are booked on time
- To reconcile all invoices regarding tickets and submit to Finance and ensure that all payments are done on time.
- Ensure that the working cash balance with UNHAS is maintained and replenished in good time.
- Ensure that relevant staff payments on tickets are communicated to staff and paid to Finance.
- Ensure that tickets and manifests, travel tracker and airport pickup schedules are sent to all staff and Field Admin Focal persons, on a daily basis.
- Ensure cost effectiveness with travel agents/UNHAS regarding online and home leave bookings for tickets
- Timey track NO show on UNHAS flights and follow up and submit report to Admin team Leader for verification and ensure Finance and HR are informed of relevant payments.
- Manage the general upkeep of the administration office, the reception area and conference room.
- Ensure that reception and admin office equipment and general facilities are functioning properly and promptly report to Admin Team Leader any faulty equipment.
- To be responsible for the maintenance, tracking and distribution of Juba Office stationery supply.
- Support in timely processing staff and visitors' visas, alien registration and work permit for international staff
- Filing all administration documents including travel forms (TAF), visa/work permit form and supporting documents alien and registration documents.
- . Maintain paper and electronic copies of all staff TAFs.
- Process mobile phone airtime credit requests and timely distribute to relevant staff on a monthly basis. File all signed distribution lists.
- Assist in updating all admin trackers (travel list, visa/work permits, home leave tickets etc)
- Assist in office photocopying and filing as well as general archiving of documents for other departments.
- Ensure that effective communication is done regarding the flight bookings and liaise with HR Department to ensure that relevant approvals have been done regarding staff travel, leave and RR before processing any ticket booking requests.
- Efficiently manage accommodation bookings, including management of the Juba Guesthouse Accommodation Roster and transit room bookings.



- Liaise with safety team for Drivers and Admin Team Leader for airport pick up and drop off, in relation to flight bookings and according to staff movement plan
- Perform general clerical duties, including photocopying, filing and mailing
- Be the focal point for all guesthouse and travel issues and ensure all issues raised for guesthouse repairs are followed up with Admin Team Leader and Supply Chain.
- Support in follow up with compound management.
- Attend UNHAS meetings and update staff of updates/changes to UNHAS flights
- Assist Admin Team Leader on relevant other management issues
- Any other relevant duties as assigned by the line manager

Education: (include certificates, licenses etc.)

- Diploma or Bachelor's degree in Business Administration/Human Resources or related degree from a recognized institution
- Qualification in MS Soft packages, emails and other IT packages.

<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> • English • Arabic an added advantage 	<p><i>Find the definition of DRC's Core competencies here</i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation. • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values <p><i>Find the definition of DRC's Core competencies here</i></p> <p>Basic: I master the essentials, but may at times need help from others</p> <p>Advanced: I can work independently at full professional level.</p> <p>Expert: I am the go-to person when others need help.</p>
<p>Key stakeholders: (internal and external)</p> <ul style="list-style-type: none"> • Government Departments (UNHAS, Travel Agents, Hotels, Labor & Immigration) • Support and programme departments 	

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through ssd-jobs@drc.ngo OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office in /Juba or to any DRC field offices.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.



Further information

Please note, as this position is urgent, applications will reviewed on a rolling basis and interviews held prior to the advert closing date.

We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.

Safeguarding: DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti -Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

