



Advertisement, Administrative Specialist (1 post)

USAID/South Sudan Monitoring, Evaluation and Learning Support (MELS) Activity, South Sudan



Company Profile:

Implemented by Integrity Global, Inc. and MSI, the Monitoring, Evaluation, and Learning Support activity (MELS) supports USAID/South Sudan through tailored monitoring and evaluation services to enhance Mission programs. In a dynamic operating environment, MELS provides the Mission with flexible, demand-driven technical, analytic, and advisory support that:

- Helps the Mission internalize and integrate concepts under Collaborating, Learning, and Adapting (CLA),
- Strengthens knowledge management and improves institutional memory,
- Advises on and produces fit-for-purpose MEL products,
- Enhances organizational effectiveness and operational efficiency, and
- Strengthens data-driven decision making through Geographic Information Systems (GIS) and other innovative spatial analyses.

Project Background:

The MELS activity serves as the Mission's primary mechanism for monitoring, evaluation, and learning and adaptive management services for ongoing activities and programs. In a dynamic operating environment, MELS provides USAID/South Sudan with flexible, demand-driven technical, analytic, and advisory support in order to strengthen collaboration, learning and adapting (CLA); promote institutional memory; produce monitoring, evaluation, learning products as appropriate; strengthen knowledge management and organizational learning (KMOL), organizational effectiveness and operational efficiency; and strengthen data-driven decision-making through an efficient use of GIS and other innovative spatial analysis.

Position Summary:

The Administrative Specialist is responsible for overseeing the daily operations and coordination of the office functions. This role involves daily coordination of the activities, anticipating upcoming project activities, planning, and coordinating program and operation activities, managing travel arrangements, and scheduling project activities.

Core Responsibilities:

- Oversee the daily operations of the office, ensuring a smooth and efficient work environment.
- Develop and implement office procedures and guidelines.
- Maintain office supplies and equipment; keep the inventory list up to date and order new stationery, furniture, appliances, and electronics as needed.
- Assist with the procurement team in managing purchase orders and processing purchase requests and ensure compliance with procurement policies and USAID regulations.

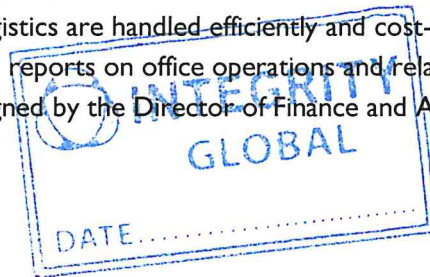


- Monitor office supplies and ordering new stationery, furniture, appliances, and electronics as required.
- Assist with files management and record keeping.
- Organize maintenance companies to keep the office clean and safe and ensure its appliances are in good working order.
- Coordinate meetings, events, and project activities by working closely with the program and technical teams.
- Anticipate and manage travel arrangements for staff, including flight bookings, per diem, payments, and hotel reservations.
- Ensure all travel -related logistics are handled efficiently and cost-effectively.
- Provide regular updates and reports on office operations and related activities.
- Do any other duties as assigned by the Director of Finance and Administration.

Personal's specification:

Essentials

- Bachelor's degree in business administration, management, or a related field.
- Minimum of 5 years of experience in administrative work, operations and procurement, and Human Resources.
- Strong written and verbal communication skills to produce reports, assign tasks, accept instructions, and handle vendor contracts, among other tasks.
- Strong organization skills and the ability to multitask to complete a wide variety of tasks.
- Proven experience in project management and coordination.
- Flexibility to help the teams adjust to new tasks should company or office needs change.
- Excellent communication skill and strong interpersonal skills to interact positively with all employees.
- Ability to anticipate office needs and plan proactively.
- Leadership ability to manage challenges and oversee employees.
- Attention to detail to ensure tasks are completed thoroughly and correctly.
- Experience working in a multicultural and dynamic environment.



Integrity and MSI is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

Closing Date: June 7th, 2024

Please note that due to the Urgency of the position, CV will be reviewed on rolling basis.

To apply:

please hand deliver and addressing your application to Integrity Global MELS Human Resources and Administrative Manager, Goshen House, Gate 1 or by email: ssmels.recruitment@integrityglobal.com or use our online application system <https://podio.com/webforms>, <https://tinyurl.com/3h99f7d8>