



## Republic of South Sudan

### MINISTRY OF GENDER, CHILD AND SOCIAL WELFARE

#### TERMS OF REFERENCE

##### REQUEST FOR EXPRESSION OF INTEREST (REOI)

COUNTRY: Republic of South Sudan  
NAME OF PROJECT: Women's Social and Economic Empowerment Project (SSWEEP)  
PROJECT ID: P176900  
Assignment Title: Office Administrator  
Reference No.: RSS/MGCSW/J/5/12 CS-INDV  
Place of assignment: Juba, South Sudan  
Closing Date: 28<sup>th</sup> April, 2023

1. Background: The Government of South Sudan has received financing from The World Bank through the Ministry of Gender, Child and Social Welfare (MGCSW) toward the cost of Women's Social and Economic Empowerment Project.

The Ministry of Gender, Child and Social Welfare in partnership with the World Bank have agreed to contract the United Nations Entity for Gender Equality and the Empowerment of Women (UNWOMEN) to lead in the implementation of Components 1, 2, 3 and subcomponent 4a of the project.

A Project Management Unit (PMU) shall be established within the MGCSW for SSWEEP with the primary task of project management and overseeing the performance of UNWOMEN under the output agreement and other service providers, stakeholder outreach and communications, fiduciary and procurement management, Monitoring and Evaluation (M&E), community engagement, and risk management related to social and environmental safeguards, fiduciary oversight as well as maintaining infrastructure quality and standards.

The Ministry of Gender, Child and Social Welfare intends to apply part of the proceeds of the grant to fund the position of a Project Manager to provide technical guidance and support to the implementation of the Women's Social and Economic Empowerment Project (SSWEEP).

#### 2. The Project Development Objective:

The Project Development Objective (PDO) is increase girls and women's access to livelihood,





entrepreneurial and GBV services and to strengthen the government's capacity to provide these services.

**3. Project Components:**

The Project has four (4) components namely: (i) Community Empowerment Support to Women and Girls (ii) Women's Entrepreneurial Opportunity Facility (iii) Services for Survivors of GBV; and (iv) Institutional Strengthening and Project Management

**4. Objective of the Assignment:**

The objective of the assignment is to provide support to the Project Management Unit (PMU) to execute program administration and management effectively and efficiently in an effort to attain the program development objectives.

**5. KEY RESPONSIBILITIES:**

The Office Administrator will be expected to perform the following tasks/duties:

- Full compliance with administrative management and inventory ensuring that proper asset management is performed. Receiving, inspecting and verification of all incoming equipment, furniture and supplies. Tagging all furniture/equipment upon receipt from the supplier and updating of asset inventory record;
  - Provide support to the organization of the programs' events, meetings, workshops, field monitoring missions and study tours, facilitation of shipments, project vehicles maintenance, equipment maintenance, conference facilities arrangements, Visas, visits of experts, timely processing of daily subsistence allowances, etc.);
  - Perform Human Resource functions of staffing records, leave management, recruitment etc.
  - Supervise support staff (receptionist, drivers, cleaners, messengers and security guards);
  - Organize office space and assist associates in ways that optimize procedures;
  - Facilitate and organize internal and external meetings with stakeholders
  - Sort and distribute communications in a timely manner;
  - Resolve office-related malfunctions and respond to requests or issues;
  - Write/draft memoranda, letters, types correspondence, meeting minutes and other documents and ensure provision of adequate secretarial functions;
  - Write monthly reports and update PMU team and MGCSW
  - Responsible for reservation of meeting rooms;
- Photocopy, scan, and file all documents appropriately;
- Ensure accurate management record keeping (filing, enters data).
- Ensure documents are verified to meet standards;
- Signs for delivered packages and distributes them to the appropriate recipient;
- Monitor and maintain level of office supplies and handle shortages;
- Perform any other duties assigned by the Project Management Team.



## 6. KNOWLEDGE/EXPERIENCE, QUALIFICATIONS/SKILLS AND ABILITIES REQUIRED

### 7. Qualifications/Skills

- Degree in Public Administration, Business Administration, Human Resource, Communication, Economics, Social Sciences, English language, Education or any other related discipline;
- Fluency in English and knowledge of spoken Arabic will be an added advantage;
- At least 2 years of relevant experience in an office environment or Human Resource, preferably in an administrative position;
- Exceptional interpersonal and communication skills;
- Excellent management and leadership skills;
- Excellent computer skills including Microsoft Office tools (Word, Excel, and PowerPoint) and Internet;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;



### 8. Abilities

- Ability to establish and maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity;
- Ability to prioritize own work Programme. Efficient and reliable in meeting commitments and strict deadlines;
- Ability to remain calm, in control and good humor even under pressure;
- Ability to Focus on results and establish cordial partnerships with clients.
- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work independently and in an organized manner
- Ability to pay attention to details;
- Customer Service;

### 9. Reporting relationships:

The Office Administrator will work under the direct supervision of the Project Manager.

### 10. Period of Assignment and Duty Station:

The assignment is for 24 months and may be extended upon satisfactory performance.

### 11. Input/facility provided by the Client:

The client will provide office space with necessary furniture and other facilities such as printing, photocopying, local transport to the office etc. to enable the support staff to perform day-to-day work.

A signed Expressions of interest (EOI) and CV in the prescribed format with 3 reference persons must be sent to MGCSW by 28<sup>th</sup> April 2023 at 16 hours (Juba local time). The packages must be clearly marked as "Application for Office Administrator" and submitted to:



Director General  
Ministry of Gender, Child and Social Welfare  
Ministries Complex, Kololo Road, MOH building,  
Juba, Republic of South Sudan  
Email: [ssweep.pmu@gmail.com](mailto:ssweep.pmu@gmail.com)

