

## EMPLOYMENT OPPORTUNITIES

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories. We are seeking suitably qualified candidates for the Education for Peace, Recovery, and Resilience (EPRR) USAID funded project that will provide flexible and responsive education services for conflict affected children and youth in the South Sudan.

### **Administrative Assistant (Juba)**

#### **Requisition 2020202252**

This position will report to the Chief of Party (COP) and will manage and perform complex and confidential administrative functions to ensure assigned Executive(s) operations flow smoothly and provide administrative and secretarial support for the Juba Office. Manage and provide direct support to COP and coordinate assistance to the COP office in all administrative matters.

#### **Duties and Responsibilities:**

- Manage all incoming and outgoing correspondence to include reports, forms, and emails, to include troubleshooting for problems, back up of documentation, and dissemination of information as appropriate.
- Maintain/update Senior Management Team (SMT) calendars, schedules appointments and meetings.
- Draft correspondence and reports as requested. Record minutes of meetings and circulates same amongst the staff of the Country Office. Manage office records and filings as appropriate.
- Assist the Operations team in the provision of logistic support for workshops and trainings.
- Answer, and screen telephone calls; receives and delivers messages; and responds to queries of a non-scientific/non-policy nature.
- Liaise with FHI 360 SMT staff. Provide and organize all support materials in advance for meetings and travel on behalf of the SMT.
- Track and follow up on status of outstanding actions and requests on behalf of SMT.
- Manage travel arrangements for SMT Office, overseeing travel authorizations and expense reports, reviewing trip reports for content and format, coordinating travel arrangements.
- Manage writing, review and dissemination of all meeting minutes and ensure quality.
- Work closely with SMT and as needed with other FHI 360 groups to ensure the timely flow of work.
- Coordinate and manage international travels and oversee hotel reservations for international staff. By instructions and approval of SMT, apply and obtain travel concurrence / approval from USAID.
- Liaise with the region and HQ on administrative matters requiring their involvement.
- Perform additional duties as assigned.

**Requirements:** BS/BA degree in Business Administration or its recognized equivalent, and 3 years relevant experience ■ Familiarity with administrative and/or secretarial skills a must ■ Experience as administrative assistant with large complex organization preferred ■ Familiarity with USAID-funded programs and non-governmental organizations in South Sudan is an advantage ■ International NGO experience preferred

**Eligibility:** All positions are local hire. To be eligible, applicants must have South Sudan citizenship, permanent residence or current valid work authorization.

**For detailed information, please visit our employment webpage at [www.fhi360.org](http://www.fhi360.org)**

**FHI 360 has a competitive compensation package. Interested candidates may go to FHI 360's Career Center at <https://www.fhi360.org/careers> to register online, and to submit CV/resume and cover letter. Application deadline is 31 December 2020. Hard copy applications can be delivered to BRAC South Sudan Office, Plot 15 Block L14, Atlabara Street 22 Juba. FHI 360 is an Equal Opportunity Employer. Female candidates are strongly encouraged to apply.**

**FHI 360 does not charge candidates a fee for a test or interview.**

