



Implemented by  
**giz** Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

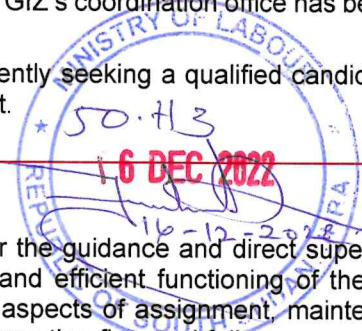
**WE ARE  
HIRING**

**Position:** Executive Assistant  
**Project:** Coordination Office  
**Reports to:** Country Director  
**Contract Duration:** Renewable based on Funding  
**Location:** Juba with occasional travel within South Sudan  
**Opening Date:** 15/12/2022 **Closing date:** 09/01/2023

## Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) in the following three priority areas: Food and nutrition security and rural development, urban water supply and sanitation, rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is urgently seeking a qualified candidate to fill the vacant position of Executive Assistant.



## Scope of the Position:

Generally, the Executive Assistant Under the guidance and direct supervision of the Country Director, ensures effective and efficient functioning of the Country Director's office, full confidentiality in all aspects of assignment, maintenance of protocol procedures, management of information flow and follow-up on deadlines and commitments made.

The Executive Assistant works in close collaboration with Administrative Office, Programmes, Strategy Development and PR teams in country, Head Office, international agencies, stakeholders and national authorities to ensure efficient flow of information, actions on instructions, agendas.

## Your Tasks

- ❖ Effective and efficient functioning of the Country Director's office
- ❖ Effective communications and administrative support to the office
- ❖ Facilitation of knowledge building and management
- ❖ Managing an active calendar of appointments; composing and preparing correspondence.
- ❖ Communicate with the GIZ staff on the Country Director's behalf and coordinate logistics with high-level meetings both internally and externally.
- ❖ Summarize external and internal reports, including assisting in scheduling, attending
- ❖ conduct online and offline inquiries, draft reports and letters of solicitation.
- ❖ Prepare and coordinate oral and written communication with all stakeholder as requested by the CD.
- ❖ Support CD in external commitments.
- ❖ Attend PR, stakeholder and partner events as required.
- ❖ Manage bookings and reservations for CD and visitors as needed.
- ❖ Participates as an adjunct member of the extended management team (eMT) in South Sudan and Germany, meetings if requested by the CD.



- ❖ Assists in coordinating the agenda of team meetings. Prepares an account of the meetings and designates and follows up on assigned action items.
- ❖ Assists in coordinating with all direct reports of the Country Director, when it comes to reports management, deadlines, and PR activities.
- ❖ Provide assistance as needed to front desk operations related to the CD, to include but is not limited to, answering phones, accepting packages and other deliveries, and greeting and signing in CD visitors/guests.
- ❖ Sound contributions to knowledge management, networks and organizational learning and communities of practice.
- ❖ Organization of trainings for staff, events and receptions.

---

## Your Profile

- ❖ Masters' degree or equivalent from a reputable university
- ❖ 5 years of progressively responsible secretarial, administrative, programme experience is required at the national or international level.
- ❖ Proficiency in the usage of computers and office software packages (MS Word, Excel, etc), experience in handling of office and web-based management systems.
- ❖ Strong organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- ❖ Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, external stakeholders and partners
- ❖ Proficiency in Windows, including MS Word, EXCEL and PowerPoint;
- ❖ Ability to work independently and with professional discretion,
- ❖ Excellent writing, editing, grammatical, organizational, and research skills,
- ❖ Excellent Arabic and English language skills (written and spoken)
- ❖ Knowledge of German language is an added advantage
- ❖ Demonstrating/safeguarding ethics and integrity
- ❖ Demonstrate corporate knowledge and sound judgment, informed and transparent decision making
- ❖ Self-development, initiative-taking
- ❖ Acting as a team player and facilitating teamwork
- ❖ Facilitating and encouraging open communication in the team, communicating effectively, ability to manage conflict
- ❖ Learning and sharing knowledge and encourage the learning of others.
- ❖ Promoting learning and knowledge management/sharing is the responsibility of each staff member

---

## How to Apply

Applicants should submit their CVs and cover letters declaring interest for the position to the GIZ-Coordination Office along ministries road Juba town next to Juba town main mosque or by email to **HR-Suedsudan@giz.de**.

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

**The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.**

