



P.O BOX 144,

JUBA, SOUTH SUDAN

[qualityam@solidarityssudan.org](mailto:qualityam@solidarityssudan.org)

## JOB ADVERTISEMENT

**Position Title:** Administrative Assistant  
**Position Type:** National (Open to South Sudanese only)  
**Role Location:** Palica Street, Hai Jerusalem, Juba  
**Work station:** Solidarity with South Sudan (SWSS), Juba  
**Reporting to:** Administrative Officer



### Background:

Solidarity with South Sudan (SwSS) was founded in 2008 in response to the needs in conflict-affected South Sudan and at the invitation of the Sudan Catholic Bishops Conference (SCBC). Solidarity is a collaborative commitment of international religious institutes of men and women. Solidarity comprises a head office in Juba and four field offices in South Sudan. The four field offices are: Wau (Health); Yambio (Education); Riimenze (Agriculture) and Kit (Pastoral).

### Role Description

This position will provide Administrative and logistical assistance to the Administrative Officer. This in summary will be done through:

1. Organize and schedule appointments and meetings.
2. Write and distribute correspondence, memos, letters and forms.
3. Assist in the preparation of regularly scheduled reports.
4. Maintain proper office and accounting records.
5. Assist in ordering and purchasing of office supplies for both Juba and field offices.
6. Submit and reconcile expense reports.
7. Book travel arrangements.
8. Assist with the immigration and entry requirements.
9. Receive and accompany Solidarity visitors to and from Juba International Airport.





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10. Assist the recruitment officers of the Solidarity Teachers Training College (STTC) and Catholic Health Training Institute (CHTI) both in Yambio and Wau respectively.

### Minimum requirements

- Bachelor's Degree or higher in Business Administration or any relevant field
- Minimum 2 year's professional experience in a relevant field
- A high level of competency in written and spoken English
- A high level of competency in Microsoft Word, Excel and PowerPoint is expected
- Good communication and public relations skills with ability to present findings and represent Solidarity in various settings.
- Ability to work in a team
- Ability to work within a Catholic Church Organization
- Available to start work in October 2023



### How to apply

Send detailed CV, supporting documents and cover letter plus details of references to [qualityam@solidarityssudan.org](mailto:qualityam@solidarityssudan.org) or hand delivery at our Office between 9.00 a.m. to 3.30 pm.

Only Successful candidates will be acknowledged and shortlisted. (*Copies of all relevant professional certificates shared will not be returnable*).

The closing date is **20<sup>th</sup> September 2023**

