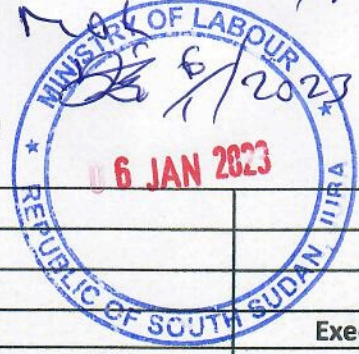


60-H-3
Approved by
Inspector PRSP



AQUA-AFRICA SOUTH SUDAN

Job Title	Office Manager
Job ID	010
Location	South Sudan
Reports to	Executive Director / Program Director
Starting Date: 06/01/2023	Closing Date: 25/01/2023

Aqua-Africa was founded by native South Sudanese who became child refugees during the long-term conflict in former Sudan and have committed their adult lives to improving the dismal living conditions of rural communities in impoverished South Sudan. Aqua-Africa has been working since South Sudan's Independence to provide reliable access to clean water, sanitation, and power for rural populations.

Aqua-Africa's first project launched in 2011 and to date, the organization has worked with 26 rural communities and reached over 22,000 people. Over the next three years Aqua-Africa is endeavoring to more than double its impact by scaling its unique Village Supplier Utility System (VSUS) model, which is designed to support communities of 2,500 – 15,000 with water access. Aqua-Africa has successfully installed three Village Supplier Utility Systems in South Sudan which are now being managed by the local community institutions who were trained by the organization.

Aqua-Africa employs a unique training program in each community where we operate to establish a water management committee. This program is central to our work.

JOB DESCRIPTION

We are looking for a reliable Office Manager. The winning candidate will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

The tasks of the Office Manager will include bookkeeping, office administration, vendor relationship management and mentoring office assistants. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

The Office Manager ensures smooth running of our organization's offices and contributes in driving sustainable growth.

Aqua-Africa South Sudan.
Tecno Center, Mobil Roundabout, Hai Cinema, 1ST Floor, #F11
Juba, South Sudan
www.aqua-africa.org
Without Water, Nothing Can Grow.



RESPONSIBILITIES:

- Coordinate office activities and operations to secure efficiency and compliance to organization's policies
- Supervise administrative deadlines and activities
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

REQUIREMENTS AND SKILLS:

- Proven experience as an administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Fluency in English including reading and writing
- Fluency in Arabic
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Familiarity with planning and budgeting processes
- Excellent knowledge of Microsoft Office software including MS Word and Excel
- University Diploma or Degree in administration or equivalent desired

Aqua-Africa is an Equal Opportunity Employer

- This vacancy is a national position and ONLY South Sudanese nationals to apply.
- Female candidates are HIGHLY encouraged to apply.
- Short listed candidates will be contacted.

Application Submission:

Interested candidates should submit application letter and CV no later than January 25th, 2023.

Address your application letter and CV to Human Resource, Aqua-Africa South Sudan, Juba office in a sealed envelope marked "PO/010" or by email to welakau@aqu-africa.org, cc mabioracouth@aqu-africa.org and bueytut@aqu-africa.org indicate "PO/010" in the subject line.



A handwritten signature in blue ink, appearing to be "M. A. A.", located to the right of the application instructions.

Aqua-Africa South Sudan.
Tecno Center, Mobil Roundabout, Hai Cinema, 1ST Floor, #F11
Juba, South Sudan
www.aqua-africa.org
Without Water, Nothing Can Grow.

