

Joint Aid Management (JAM) is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa.

In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil, Wunrok and Kuajok.

JAM is seeking a Qualified South Sudanese national for following position:

**Job Title: FRONT DESK & OFFICE ASSISTANT**

**Location: Juba South Sudan**

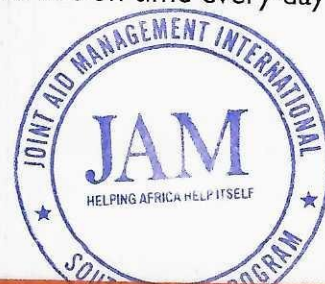
**Reporting to: Administration Officer**

**PURPOSE OF POSITION:**

The Front Desk & Office Assistant is responsible for performing a range of clerical and administrative tasks to support daily operations of the Juba office. The duties include projecting the brand impression of the office to the customers through exceptional client service delivery. The individual's customer handling skill and conduct is often considered to give a lasting impression to the customers about ForAfrika and its staff, and services.

**KEY RESPONSIBILITIES:**

- Welcoming and greeting Visitors of ForAfrika and directing all visitors to appropriate office for help.
- Ensure all Visitors are registered and vetted well before seeing the officer in charge
- Maintain Data base of all visitors and records are kept for both incoming and outgoing visitors
- Schedule appointments of Visitors with staff in respective Office
- Submit official documents for approval with approving authority and deliver them to respective office
- Ensure constant supply of drinking water and office consumable to the office and Parking Yard
- Coordinate with Vendors to deliver office supplies on time.
- Supervisor office Cleaners and ensure the office is clean and net on time every day
- Tracking staff time sheets and filing them.



- Responsible for coordinating orientation & on boarding process on new staff in ForAfrika Juba office and Field Offices.
- Ensure that personnel records are complete, up to date, filed and kept confidential.
- Keeping accurate account of leave schedules for remuneration related implications.
- Provides payroll information by collecting time and attendance records.
- Prepare monthly report on office consumable to Administration Officer.
- Prepare the routine HR reports and documents.
- Ensure safe custody of all staff confidential information
- Responsible for coordinating clearance and final dues for separating staffs
- Ensure timely submission of annual appraisals, individual operating plans and mid-year reviews of staff.
- Educate and guide ForAfrika staff on the relevant operational policies and procedures.
- Ensure timely implementation of new staff orientation/induction.
- Raise Internal request for office consumables like tea leaves, Coffee sugar, water
- Raise Internal Request for Office stationaries like Printing papers, Tonners, staff ID cards etc.
- Process ID Cards for New hired staff
- Process Payment for office supplies.
- Collate training materials and make these accessible to staff members,
- Performs other duties as assigned by the direct supervisor



## Qualifications, Experience and Qualities Required

- Minimum Bachelor's Degree in Accounting, Business Administration, Business Studies
- Customer service attitude
- Welcoming and assisting visitors in a friendly and professional manner
- Solid written and verbal communication skills
- Professional attitude and appearance
- Commitment to ForAfrika Core Values, Vision, and Mission Statement
- Minimum 5 years' experience in Front Desk and Office Receptionist.
- Ability to work in a multi-cultural team
- Experience in Office Secretariate and typing of office word suit
- Be kind and compassionate to all visitors
- Ability to Smile to visitors despite challenging life problems.

**To Apply:** Qualified and competent candidates who has meet the requirement are encouraged to submit their full CV with a covering letter by email to [jamss.recruitment@jamint.com](mailto:jamss.recruitment@jamint.com) or by hand delivery to JAM's office in Juba at UAP Equatorial Tower Hai Neem 4<sup>th</sup> Floor. please clearly mark the position title. **Deadline for submission: 28<sup>th</sup> December 2022.**

**JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color,**

**NB WE ENCOURAGE FEMALE APPLICANTS ARE STRONGLY TO APPLY.**

