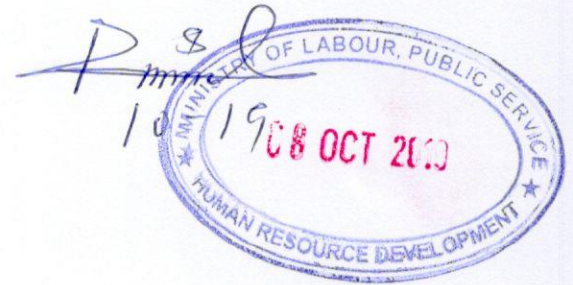




Internews Network Job Advertisement

Job Title: Operations & Information Officer - Maban
Locations: Maban (**NON-RELOCATABLE**)
Supervisor: Team Leader/Multimedia Trainer
Application Period: 08th/10/2019 – 29th /10/2019

SO-H-3
APPROVED BY
Labour



GENERAL FUNCTION

Internews Network is an international media development organization based in Arcata, CA and Washington, DC whose mission is to empower local media worldwide to give people the news and information they need, the ability to connect, and the means to make their voices heard. Internews has been working in South Sudan since 2006 to establish community radio stations across the country, and to train South Sudanese journalists to operate them. We also implement other activities across the sector, including actively working to meet the critical information needs of the South Sudanese communities who have been impacted by conflict.

Internews is looking for an Operations & Information Officer based in Maban to support Internews program in Maban. The Operations and Information Officer should have excellent Financial, Operations and Administration skills. H/she should have knowledge with computer applications, MS Word, MS Excel as well as ability to work with minimal supervision and ability to manage support staff.

Essential Duties and Responsibilities:

Financial

- Ensure proper documentation and accurate data entry
- Manage the proper documentation and storage of financial receipts
- Process day-to-day cash payments and entry into the cash book
- Ensure adequate cash is available in office
- Prepare monthly cash projections
- Ensure payments are completed in a timely manner and with proper approvals
- Support expense reimbursement and reconciliation processes
- Ensure all payments and transactions are compliant to Internews policies and procedures

Administrative

- Supervise administrative staff
- Review and support staff in the timely completion of activity reports or time sheets
- Submit timesheets and leave forms in a timely manner for staff to Human Resources in Juba
- Coordinate with Human Resources about any hiring needs

Operations

- Providing administrative support, including for procurement and maintenance of supplies
- Maintain and update the inventory of all assets and supplies
- In charge of all repairs, maintenances
- Responsible for the overall operations and maintenance of the office



ESSENTIAL SKILLS AND EXPERIENCE:

- Minimum 3 years of experience in Operations and Administration
- Comprehensive knowledge of Microsoft Office suite,
- Good interpersonal skills
- Well-developed organizational skills
- Ability to work effectively under pressure
- Strong communication and diplomatic skills
- Meticulous attention to detail
- Must be self-reliant, resourceful, good problem-solver, good humored, and flexible
- **Fluency in English and Arabic required**

This is a locally recruited position. Kindly Note that South Sudanese Nationality ID is required.

How to Apply:

1. Email your application to **job-southsudan@INTERNEWS.ORG**: or submit a hardcopy to the **Ministry of Labour, CRA and Humanitarian hub Office in MABAN**:
2. Include an attachment of your Resume and CV with three professional Referees
3. Remember to include a telephone number and an email address so we can contact you
4. **ONLY** shortlisted candidates can be contacted for interviews
5. Please note, these positions need to be filled rapidly.

The **closing** date for receiving applications for this position is **October 29th, 2019 at 5:00 PM**. Applications received later than this date will not be considered.

