

SO-H-3
Approved
11/8/2023



Job title: Short term consultancy position for Senior Administrative officer

Background of the project

USAID MOMENTUM- Routine Immunization Transformation and Equity (M-RITE), aims to strengthen routine immunization (RI) programs to overcome the entrenched obstacles contributing to stagnating and declining routine immunization (RI) rates and to address the barriers to reaching zero-dose and under-immunized children with life-saving vaccines. In light of the COVID-19 pandemic and the disruption of RI services, M-RITE supports countries with the maintenance and adaptation of RI services and provides strategic technical support for COVID-19 vaccine introduction and deployment across the globe

In South Sudan, M-RITE project supports MoH and CGPP to accelerate COVID-19 vaccination in 7 States and 35 counties since March 2022 and will end on 30th September 2023.

Job roles

We are therefore looking for an experienced Senior administrative officer to join JSI MRITE Project Team in South Sudan based at Juba office. She or He will perform a variety of administrative tasks, including managing phones and emails, scheduling appointments and planning meetings and will provide technical support for the smooth project closure in September 2023. **This is a one month's consultancy work!**

The Senior Administrative officer must demonstrate an experienced professional knowledge and skills for managing office operations, supporting The **Country Program Director, Senior Finance and Operations Officer**, scheduling appointments, planning meetings, and performing various administrative tasks. He or she should possess excellent organizational, communication, and time-management skills and are proficient in office software and equipment.

For this position, you should be able to use your organizational skills to manage your office space and your time, as you will collaborate with clients and colleagues in a fast-paced environment. You should also have excellent verbal and written communication skills.

Roles and Responsibilities:

- Support Country Program Director, Deputy Country Program Director and Senior Finance and Operations officer with daily clerical tasks that involves routine program and finance documentation tracking and archiving
- Plan meetings and take weekly program detailed minutes.
- Manage phone calls, provide information, and connect callers to appropriate people.



- Schedule appointments, update calendars, and make travel arrangements for senior managers and program staff such as UNHAS flight booking and travels imprest reconciliation.
- Manage JSI South Sudan program staff advance issuance and reconciliation.
- Develop and maintain a filing system and Create spreadsheets and presentations.
- Provide statistical program and finance budget reports to Senior Management team in Juba office.
- Provide general administrative support to the office including ensuring procurement and supplies of office stationery and equipment for daily use
- Support M-RITE team in developing plans for project closure and exit strategies
- Develop, implement, and improve office policies and procedures.

Qualification, skills, and competencies required.

- The candidate should possess bachelor's degree in business administration (Accounting option) or bachelor's degree in procurement and logistics.
- In-depth understanding of office management and administration
- Minimum experience of three years in related field with organizations in South Sudan
- Computer knowledge and skills basic of MS word, excel, power point application. Knowledge of accounting and procurement software will be an added advantage.




How to apply: Qualified and interested candidates should either send their electronic application and cover letter of not more than 5 pages to southsudan_hr@jsi.com. Or drop the hard copy of your application to JSI office in Ministry of Health, EPI department. **Notes:** *Due to urgency for this position, shortlisting will be done on a rolling basis and JSI reserves the right to discontinue receiving applications once a competent candidate is recruited BEFORE 30th August 2023. Please no phone calls! Female candidates are strongly encouraged to apply*



A handwritten signature in blue ink, appearing to be "S. S.", located to the right of the Ministry of Labour stamp.

