



THE REPUBLIC OF SOUTH SUDAN
MINISTRY OF WATER RESOURCES AND IRRIGATION

REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES-INDIVIDUAL SELECTION)



Country	South Sudan
Name of project	Regional Climate Resilience Program for Eastern and Southern Africa-Phase 1
IDA Grant no.	E1920-SS
Assignment title	Administrative Assistant
Reference no.	SS-MWRI-402646-CS-INDV
Dateline.	25 th April 2024

1. The Government of South Sudan (GoSS), has received a grant from the International Development Association (IDA) to implement the Regional Climate Resilience Program (RCRP) under phase 1. The GoSS intends to utilize part of the proceeds of this financing to recruit an **Administrative Assistant** for the RCRP. This Phase 1 of the RCRP aims to improve the management of water-related climate impacts in Eastern and Southern Africa with South Sudan as one of the focus countries. This an initial project is meant to help South Sudan prepare for the long-term flood and drought protection measures and investments. It focuses on non-structural measures, including climate resilient water resource management planning, early warning, improved monitoring and forecasting capacities, flood risk mapping, and community level interventions, rehabilitation of existing flood protection and water retention and storage infrastructure, including potential support to natural-capital based livelihood activities in flood-prone areas for a period of 5 years (2023 – 2028).

2. The objective of the assignment is to provide support to the Project Management team to execute program administration and management effectively and efficiently to ensure the achievement of the project development objectives.

3. Duration of Assignment: The assignment shall be for a period of two years subject to probation period of three months. The contract is renewable every year subject to annual satisfactory performance. The employee is entitled to 21 working days leave each year.

4. The detailed Terms of Reference can be downloaded from the website of the Ministry of Finance of South Sudan at <https://mofp.gov.ss> and the NGO Forum at [Latest Job Vacancies topics - South Sudan NGO Forum - Communication Portal](#). The Terms of Reference may also be obtained from the email address below: crfm.procurement@gmail.com copied to crfmsouthsudan@gmail.com.

5. The Ministry of Water Resources and Irrigation (MWRI) now invites eligible Individuals (“Candidates”) to indicate their interest in providing the Services. Interested Applicants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

5.1 Academic/Professional Qualification and Experience.



- i) Diploma in Public Administration, Business, Communication, Economics, sociology, English language, law or any other related discipline;

5.2 Minimum Experience Required

- i) At least 2 years of relevant experience in an administrative position.
ii) Good computer skills including Microsoft Office suite (Word, Excel, and PowerPoint) and Internet applications.
iii) Fluency in English. Knowledge of Arabic will be an added advantage.
iv) Exceptional interpersonal and communication skills.
v) Excellent writing skills – strong spelling, grammar, and punctuation.
vi) Excellent time management skills.
vii) Facilitating and encouraging open communication in the team and communicating effectively.
viii) Acting as a team player and facilitating team work.
ix) Self-motivated and proactive.



6. The attention of interested applicants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's 'Procurement Regulations for IPF Borrowers' July 2016 and September 2023 edition [**Procurement in Investment Project Financing; Goods, Works, Non-Consulting and Consulting Services**], setting forth the World Bank's policy on conflict of interest.

7. Further information can be obtained at the address below during office hours from 09:00 to 15:00 hours local (Monday through Friday); and

8. Expressions of Interest shall be submitted in a written form by **17:00 hours Juba time** on **25th April 2024** (in person or by mail or by e-mail) to the following address:

Email: crfm.procurement@gmail.com copied to crfmsouthsudan@gmail.com, fabu.fti.moe@gmail.com

The address for in-person or by mail submission is as follows:

**Procurement Unit
Ministry of Water Resources and Irrigation
Plot No: 11, Block No: AXII, Hai Cinema,
P. O. Box: 476
Juba, South Sudan**

Attention: RCRP Project Coordinator

