

Call for Applications YSAT/JB/CFA2022/006

Job Title: Executive Office Assistant
Duty Station: Juba Base
Reports to: Executive Director
Position Open Date: 14th /Oct/2022
Closing Date: 2nd /NOV/2022
Expected Start Date: As Soon As Possible
Contract Duration: 3 Months (possible extension)



Youth Social Advocacy Team (**YSAT-South Sudan**) is a National Youth-led Humanitarian and Development Non-Governmental Organization that works with grassroots communities to address increasing violent conflicts, Food Security and Livelihood Needs and provide access to alternative learning opportunities for Communities affected by Crisis in South Sudan and Uganda. YSAT currently runs three programs in Uganda and South Sudan: Education in Emergencies, Food Security and Livelihoods, Peace Building

YSAT and MIT-DLab with funding from USAID BHA currently implements a 14 Months Integrated Food Security & Livelihoods and Peace Building Project of "*Building Resilience and Social Cohesion through Innovation, Design and Grassroot Empowerment*" in South Sudan (BRIDGE) and wishes to recruit a highly competent, proactive and self-driven individual for the position of **Executive Office Assistant – Juba Office**

The contract for this position is fixed term/definite contract with possibility of extension based on funding availability, project extension and satisfactory staff performance.

Purpose of the position:

A highly organised, intuitive person who is adaptable to different environments and comfortable working in diverse teams. The ideal candidate should demonstrate administrative experience, team work and ability to work autonomously with limited supervision. The EOA will be responsible for supporting the Executive Director's Office to execute his roles.

Duties and Responsibilities

- Scheduling meetings, sending reminders and managing the Executive director's official calendar
- Answering phone calls and recording messages
- Taking notes in meetings, identifying follow up actions and taking steps to ensure these actions are met
- Handling correspondence on behalf of the ED internally and externally
- Making travel arrangements and organising other travel related logistics for the Executives
- Working with departments and offices in Juba and Arua to support the execution of the ED's roles and responsibilities
- Copying, scanning, and typing documents, as well as taking notes.
- Preparing facilities for scheduled events and arranging refreshments, if required

Desired Qualifications/Skills/Experiences

- Holds a Diploma or Bachelor Degree in Bachelor's degree in any field. Applicants with Communications or ICT related field will have added advantage
- 1 - 2 years' experience as a personal assistant/Office Assistant/Office Admin Assistant
- Knowledge in Computer Literacy (MS Office, data base, ppt, outlook)
- Excellent spoken and written English including Knowledge of local dialect within the country and or the region will be an added advantage
- Willingness to travel and stay in remote areas including in Uganda and Field Office as required
- Good written and verbal Communication skills including Excellent interpersonal and organizational skills (Emails, social media)
- Excellent Report writing skills
- Ability to participate and engage with policy makers at National level

Personal Competencies

- **Communication:** Ability to share relevant information, feedback on changing priorities and procedures, give constructive criticisms, speaks clearly, writes effectively to persuade any situation, listens to others with interest to help with ideas; and demonstrate an ability to build relationships within and outside the organization based on trust and professionalism.
- **Ability to Multi-task:** the ability to demonstrate interest in improving relevant skills, planning, and organizing, setting clear achievable goals with project priorities, handle multiple tasks and assignments; prioritizing more important tasks and maintain a good sight on others, timely reporting of any barrier to tasks completion Immediately
- **Teamwork:** works collaboratively with others, delegate tasks and responsibilities, actively make team decisions in the organization to achieve project tasks that contribute to organization's Vision, Mission, values and goals.



Work Relationship

Internal (within YSAT Office)	External (Outside Office)
<ul style="list-style-type: none"> • Finance Team 	
<ul style="list-style-type: none"> • YSAT Team in Magwi, Duk and Pibor 	Our Partners and Donors
<ul style="list-style-type: none"> • YSAT Management 	Other stakeholders at State and National Level (RRC, Administration, Line Ministries)

APPLICATION PROCESS

Submit your soft copy application, an updated Curriculum Vitae/Resume and 2 referees with copies of your academic documents **ELECTRONICALLY** to the Human Resource Office here via: recruitment@youthsat.org copying youthsat2017@gmail.com

Hard copy applications and CVs/Resume can also be delivered to **YSAT Juba Office** in Tongpiny Near Turkish Embassy from **Monday -Thursday from 9AM -2PM**

Deadline for receiving applications Monday 24th Day of Oct 2022 at 4:00 PM CAT

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YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background, or political affiliation. This position is open to **ONLY South Sudanese** Nationals and preferably those with experience working in South Sudan context.

Qualified female candidates are **STRONGLY** encouraged to apply. **High Priority!**

YSAT is committed to **Zero Tolerance for Fraud & Sexual Exploitation and Abuse (SEA)** while providing Humanitarian Response, No Applicant should be required to pay for our services including application for job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org

Please note:

1. *only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.*
2. *Due to the urgency in filling the position, applications may be reviewed and processed before the deadline*
3. *Submitted copies of academic documents will **NOT** be returned to the applicant after review*

Humanitarian Services are Free!

