



Are you aiming to work for an organization where it is worthwhile investing your personality, your skills and your time? Are you looking for a job that is exciting and has clear goals? Welcome to **Welthungerhilfe** - one of the largest and most respected private organisations for development cooperation and humanitarian aid in Germany. Our vision is clear: "**Zero Hunger by 2030**" - If you want to become part of our global mission to end hunger around the world, we look forward to receiving your application as:

**Administration and Liaison Officer
in Juba, South Sudan**

Announcement date: 22.01. 2023

Closing date: 08.02.2024

SO-H/3
Approved by Senior Inspector
MOL/165/22 JAN 2024
22/01/2024

Contract duration: 11 months contract with three months' probation period and possibility for extension for 12 months.

Salary grade: 4

Background:

Welthungerhilfe (WHH) has been working in today's South Sudan since the late 1990's. Since the country's independence in 2011, Welthungerhilfe has implemented 87 projects ranging from rapid disaster relief to reconstruction and long-term development cooperation projects with local partners, with an overall volume of over EUR 420 million. Through 19 projects in five states (Northern Bahr el Ghazal, Unity State, Western, Central and Eastern Equatoria), we supported 610,000 people in 2020 alone. Welthungerhilfe receives institutional grants from German federal funds (GFFO, BMZ, GIZ), UN (WFP, FAO, SSHF) and the European Trust Fund (EUTF). WHH SSD primary areas of work in South Sudan are food security, agriculture, food systems, nutrition, WASH and infrastructure rehabilitation, under the overarching umbrella of climate resilience and adaptation. Established in Germany in 1962 under FAO-led campaign against hunger, currently operates in 36 countries globally.

Job purpose:

Under the supervision of the Admin Coordinator the aim of the position is to provide support administrative and liaison functions and services to the Country Office in Juba. The post holder will work in close collaboration with Heads of Units and Departments at Country Office as well as coordinate with Project offices via Area Managers, Heads of Projects and Field Support Coordinators where required.

Key responsibilities:

- Liaising and coordinating activities with the relevant Government departments.
- Ensure timely communication and paperwork related to government offices (tax clearance, security clearance, media cards etc.)
- Support in meeting planning, minutes taking and circulating them.



- Support in processing tax clearance, security clearance, media cards, registration/renewal of certifications, memberships in various Government Offices and ensure all are done on time.
- Support the digitalization of WHH systems through scanning and filing of documents in SharePoint.
- Assist in processing all the visas, alien registration for international staff, consultants and visitors and ensure they are renewed and registered timely at the immigration Offices.
- Serve as a key focal point for all internal and external travels through arranging, confirming, and reserving accommodation in guest house and hotels for WHH staff, visitors and consultants in Juba.
- Support in managing all international and domestic travel arrangements as requested: - booking and/or reservations of Flights through UNHAS online System/UN - Hub, and MAF.

Your profile

- A university degree or diploma in human resources management, public administration, business administration or any other related discipline.
- Good understanding and skills in human resource management.
- Coordination, organizational skills, and ability to work with minimal supervision - even under a high workload.
- Team-focused approach; solution and service orientation.
- A high level of mental and physical resilience and readiness to travel within the program areas at short notices.
- Excellent spoken and written English. Knowledge of Arabic and local languages is an asset.

How to apply

Interested applicants can submit their applications and CVs (max. four pages) in English, including copies of certificates, national ID, providing names of three referees and their telephone contacts. The applications with subject "Admin and Liaison Officer" are to be submitted to WHH Office in Tonpiny Juba Nabari.

Welthungerhilfe Juba Office.

You can send electronic copies of your application documents to email: recruitment.SSD@welthungerhilfe.de

Applications should not reach later than 08 February 2024

Only short-listed candidates will be contacted. Qualified female candidates are strongly encouraged to apply.

