

**Position type: Administrative Assistant**

**Number of Position: One**

**Duty Station: Maban**

**Contract type: Fixed term with possibility of extension depending on funding & performance**

**Report to: Senior HR and Admin Officer**

**Employment start date: May**

**Advert Closing deadline: 16<sup>th</sup> April 2020**

#### **JOB ROLE:**

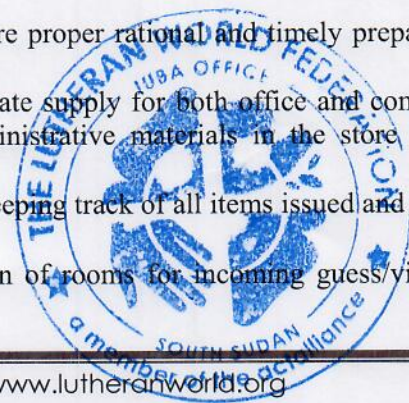
Under the guidance and direction of the Senior HR/Admin Officer for Maban, the Administrative Assistant will substantially contribute to the effective running of the Compound and Office activities by ensuring that there's effectively work facilitation with regards to staff welfare.

#### **BACKGROUND:**

The Lutheran World Federation/ World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements.

#### **Roles and responsibilities**

- Supervises the work of the Cooks/cleaners and the ground compound cleaners on daily basis and report any work related issues.
- Effectively managed the catering work both in LWF main base and in the camps through having a proper food menu prepared and followed strictly.
- Distribute tasks to the cooks and cleaners on a daily or weekly basis and follow it up to ensure its correctly done.
- The Admin/Catering & housekeeping person will ensure proper rational and timely preparation of staff meals at all times.
- Manages the admin store by ensuring there's an adequate supply for both office and compound related items and timely reporting of food stock, other administrative materials in the store for immediate replenishment.
- Organize and replenish supplies for the compound by keeping track of all items issued and received in the register.
- Liaise with the Senior HR/Admin Officer in allocation of rooms for incoming guest/visitors in LWF compound.



- Manages staff travel and booking to and fro by ensuring all the necessary processes are followed before booking any staff.
- Ensure proper trucking of all staff flights in and out of Maban by following it up with the office in Juba to avoid issues of no show.
- Maintain clear filing records and documentation system for all administrative files, these include rental agreement, Accommodation agreement, borrow /loan of items.
- With the support from the Senior HR/Admin office, prepares staff meals budget on a monthly basis and reconcile the monthly expenses on staff meals with finance before requesting for a new month budget.
- Work closely with the ground compound cleaners in ensuring that the compound is kept clean at all times through having a proper waste disposal.
- With the support from the Senior HR/Admin, prepares casual staff attendance sheet from the start of the month and ensures it's checked on a daily basis and Process timely payment for all casuals hired in LWF compound
- Ensures that genuine administrative concerns from staff are addressed and feedback provided timely and Ensure that staff rooms, Office spaces and sanitation facilities are maintained in highly hygienic standard and staff clothes are regularly wash and ironed.

#### **HR Support**

- Support in Organizing regular ad hoc all staff administrative meetings to discuss staff issues
- Print and laminate temporary ID cards for national and incentive staff
- Support HR in printing of Incentive contracts, scanning and filing of documents
- Support in HR roles in absentia.

#### **Qualification and Experience**

- Diploma/Certificate in catering and housekeeping
- 2 years' experience in similar roles
- Strong organizational skills and ability to operate professionally
- Excellent in written and spoken English. Knowledge of Arabic will be an added advantage
- Team Building and ability to work under extreme pressure
- Excellent computer skills especially word

#### **Application Process:**

All applicants must send their application letter and updated CV and supportive documents attached in English to [lwfsdrecruitment@gmail.com](mailto:lwfsdrecruitment@gmail.com). Hand delivered applications must be registered at the reception and deposited in clearly marked tender or application boxes at LWF offices in Maban. Women are highly encouraged to apply; only shortlisted candidates will be called for interview.

#### **Child Safeguarding**

*LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.*

