



HOPE RESTORATION (HR)

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Opposite Anitpas Pharmacy

Date 28th /12/2022

Job Advertisement

Background

Hope Restoration South Sudan is a national NGO registered with the ministry of justice in 2010 registration no.659. It's also registered with Relief and Rehabilitation Commission (RRC) registration no. 389. Hope Restoration South Sudan (HRSS) is committed to mobilizing the communities and self-determination. It seeks to secure capacity building, research and proactive measure of dialogue, lobbying and advocacy, documentation, information management, livelihoods diversification and use of appropriate technologies.

Vision statement

“A society where there is respect, justice and people enjoy dignified lives”

Mission statement

“Hope restoration exist to secure livelihoods and security of communities and to realize equity and equality of individuals and communities in South Sudan while empowering women and girls through community driven programs.



HRSS is seeking to recruit

Job Title:	Hub Manager
Location:	Unity Sate, Leer County
Starting Date of Application	28/12/2022
Deadline for Application	10/01/ 2023

Hub Manager Responsibilities:

- Overseeing personnel, including receptionists, kitchen staff, and office employees.
- Plan and implement marketing campaigns with marketing teams
- Build and maintain strong relationships with visitors and clients
- Monitoring employee performance and conducting regular evaluations to help improve customer service.
- Build relationships with vendors
- Collecting payments and maintaining records of budgets, funds, and expenses.
- Welcoming and registering guests once they arrive.
- Resolving issues regarding hub services, amenities, and policies.
- Organizing activities and assigning responsibilities to employees to ensure productivity.
- Creating and applying a marketing strategy to promote the hub services and amenities.
- Suggest and implement new ideas
- Coordinating with external parties, including suppliers, travel agencies, and conference planners.
- Evaluating hub performance and ensuring compliance with health and safety rules.
- Evaluate staff performance
- Ensure safety and adherence to rules and regulations
- Establishing accommodation rates.



Requirements and Qualifications

- ✓ Bachelor's degree in hospitality, business administration, or a relevant field.
- ✓ A minimum of 3 years' experience in hub management or a similar role.
- ✓ Strong understanding of hotel management best practices and data entry software.
- ✓ Outstanding interpersonal communication and customer service skills.
- ✓ Exceptional leadership abilities with great attention

Language:

- Ability to interact confidently in English and Arabic.

Mode of application

- All qualified candidates should submit application letters, updated CV to careers@hoperestorationsouthsudan.org or hand deliver to HRSS head Office

NB: Due to urgency of the position interviews will be done on a rolling basis.

- visit our website at www.hoperestorationsouthsudan.org

