

Administrative Assistant – South Sudan – USAID Youth Empowerment Activity

Position Location: Juba, South Sudan

Project Name: USAID – Youth Empowerment Activity

EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

Project Description

The USAID South Sudan - Youth Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across 5 states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID – Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

Position Description

The Administrative Assistant will support general administrative and clerical support including preparing letters and documents, receiving and sorting mail and deliveries, scheduling appointments. The successful candidate will be required to work with cross-functional teams. This position reports to the Human Resource Manager. This position is located in Juba, South Sudan.

Essential functions include [but are not limited to]:

- Supports general administrative and clerical support including preparing letters and documents, receiving and sorting mail and deliveries, scheduling appointments.
- Manages petty cash.
- Verifies goods received and prepares Goods Received Notes.
- Prepares monthly updated contact list and organizational chart.
- Maintains record of office supplies utilization by creating and filling accurate stock cards for each item.
- Produces weekly office supplies utilization report.
- Photocopies and scans documents as necessary. In particular, assists the Finance Officer in the scanning of all accounting/finance documentation.
- Maintains up to date tracking and filing system of relevant correspondence, incoming and outgoing.
- Receives and attends to, in a professional manner, all office visitors.
- Manages the official notice board and display of official communications and promotional information in an attractive manner.
- Maintains the boardroom calendar.



- Trains and monitors the Office Assistant to act as backup in the management of the stock of office supplies and ensures delivery to staff using the appropriate forms or documents.
- Makes logistical arrangements for in-house meetings (meals, conference room bookings, supplies etc.).
- Manages the performance of the Office Assistant and ensures clean, good ambience of office environment.
- Other tasks and duties relevant to the position as assigned by the Supervisor.

The candidate for the position of Administrative Assistant shall have at a minimum the following qualifications:

Education:

Secondary Education or Vocational Training required.

Skills and Experience:

This position requires educational achievement; excellent writing skills; demonstrable initiative, creativity, and flexibility; ability to work independently and effectively in groups; and strong interpersonal & organizational skills.

Specific requirements:

- Proficiency in 3 or more computer applications
- Organizational & analytical skills and aptitude for details
- Experience in managing appointments and travel arrangements
- Experience as receptionist
- Experience in records management

Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least 2 local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

The candidate for the position of Administrative Assistant shall have at a minimum the following qualifications:

Education: Secondary Education or Vocational Training with 1–3 years related clerical, secretarial or administrative support experience required.

Job closing date: October 24th, 2022

To apply, Applicants are encouraged to visit the [Careers Page](https://go.edc.org/AA-South-Sudan) at: <https://go.edc.org/AA-South-Sudan>
Or hand deliver applications, enclosed in an envelope, to the **Security Desk of River Camp/Afex** addressed to the attention of **The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity**. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

