



50-H-3  
Approved by  
Inspector of Labour  
25/05/2023  
Alhadi

## TERMS OF REFERENCE

<b>Position:</b>	Administrator/Flying administrator
<b>Location:</b>	Administrator: based in Juba / Flying Administrator: based in Juba with weekly travel on the field to be expected.
<b>Length of contract:</b>	6 months – with possibility of extension
<b>Application start:</b>	26/05/2023
<b>Application end:</b>	15/06/2023



### OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

### GENERAL FUNCTIONS

#### Role objective:

- The role of the Administrator is to organize and coordinate administration duties and office procedures. Create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety.
- The Administrators responsibilities include scheduling meetings and appointments, making office supplies arrangements, greeting visitors, and providing general administrative support to consultants and the Account Manager.

#### Expected output:

- Maintain office efficiency, support the management team and procurement.
- Support the implementation of office policies on base and on the field by establishing standards and procedures, measuring results against standards; making necessary adjustments, taking a proactive role in all challenges that arise. Flexibility to travel throughout South Sudan may be required.

#### Other duties include:

- Assist in the on-boarding process for new hires and collecting relevant documentation prior to contract issuance.
- Address consultants' queries regarding office management issues (e.g., stationery, Hardware, and travel arrangements).
- Liaise with facility management vendors, including cleaning, catering, and security services.
- Plan in-house or off-site activities, like events, town hall meetings, training's, celebrations, and conferences.
- Collection of time sheet data from the Field and records to support the payroll process.
- Collect consultant files included but not limited to medical claims, leave request, sick request, etc.
- Organize the coordination and communication between the consultants, CTG Juba and the client.
- Schedule meetings and appointments.
- Organize the office layout and order stationery and equipment.
- Maintain the office condition and arrange necessary repairs.
- Partner with HR to update and maintain office policies as necessary.
- Organize office operations and procedures.
- Coordinate with IT department on all office equipment.
- Ensure that all items are invoiced and paid on time.
- Provide general support to visitors/consultants.

#### Project reporting:

- This role reports to the Account Manager.



## ESSENTIAL EXPERIENCE

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### Education:

- Diploma in any relevant discipline and/or bachelor's degree in any relevant discipline.

### Work experience:

- Minimum of 3 years of demonstrable relevant Administration experience.

### Languages:

- Fluency in English is essential + good knowledge in Arabic and the local language

### Key competencies:

- Proven experience as an Administrator or Administrative Assistant.
- Knowledge of Office Administrator responsibilities, systems, and procedures.
- **Proficiency in MS Office (MS Excel and MS Outlook, in particular).**
- Hands on experience with office machines and printers.
- Familiarity with email scheduling tools, like Email Scheduler.
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Forward thinking and solution orientated thinking.
- Ready to receive training and development guidance from CTG Management.
- Strong organizational and planning skills in a fast-paced environment.
- **Willing to travel across all South Sudan.**

### Other relevant information:

- **Qualified female candidates are encouraged to apply for this role.**
- **3 positions in total are opened: all are based in Juba at the beginning.**
  - **2 long term Juba based positions:**
    - **One administrator**
    - **One Flying administrator - with weekly travel on the field to be expected.**
  - **1 short term Juba based position:**
    - **The recruited administrator is expected to move to Malakal after 6 months.**



In order to apply for this role please send your CV and Cover letter most preferably by email to the address:

[southsudan@ctg.org](mailto:southsudan@ctg.org)

In Juba – Please deliver to CTG office – Rock City Next to South Sudan Football Association Suk Mamur Road

### IMPORTANT REQUEST

- Please make sure the subject of your email states "Admin Application", or your application might be overlooked.
- Please state the duty station you are applying for.
- Kindly avoid naming your CV as CV, Updated CV, by Job title or organization name.
- For hard copy deliveries kindly include position applied for on the envelope.

