



Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so

Building Brighter Futures for Vulnerable Children

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Administrative Officer – Bookings and Travels
Reporting to: Admin Coordinator
Location: Juba
Availability: As soon as possible

Purpose of the position:

To provide administrative support services to World Vision and to facilitate in the conducive running of the administration in the Juba office in line with the WORLD Vision South Sudan Policies and Procedures. The position holder will provide effective, accountable, and customer-focused administrative functions. The position holder will implement planning, tracking, and reporting which facilitates smooth operations. The incumbent provides leadership to a support team, ensuring effective and comfortable work and team house environments.

ROLES AND RESPONSIBILITIES:

Ensure effective, customer-focused air travel and accommodation function:

- Serve as the face of WVSS, offering friendly service to those entering the office or the security calling in on the VHF Radio
- Coordinate booking of domestic and international flight for visitors and staff;
- Coordinate booking of accommodation for visitors and staff;
- Book and process payment for a hotel, conference venues, etc. in support of operations;
- Receive, log and distribute all incoming local/International correspondence (parcel, deliveries, etc.);
- Collect administration document, dispatch and track to Juba as needed;
- Maintain a well-organized filing and documentation system;
- Ensure good image of WVSS through the quality of reception and cleanliness of office premises
- Ensure timely monthly payment of staff air time credit.
- To ensure valid and well managed WVSS P.O. Box account
- Prepare daily air travel manifest and share with responsible staff for airport drop and transfer

- Maintain the reception area, keeping it clean and free of clutter
- Accept deliveries and mail, organize them to be distributed to the correct recipients and ensure they get to the recipient in a timely manner while also managing outgoing mail and packages for pickup
- Close monitoring of office cleaners while cleaning in the morning.

Qualifications/Education/Knowledge/Technical Skills and Experience.

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- University Degree in Diplomacy and/or Business-related studies.
- Comfortable using Microsoft Suite and other data entry forms
- Minimum of 2 years of experience in administrative assistance.
- Experience of working in an NNGO or INGO is an advantage.
- Knowledge and experience from among the following skill and proficiencies is desirable:
- Reporting skills, administrative writing skills, professionalism, problem solving, supply management, inventory control, verbal communication, attention to detail, multitasking, resourcefulness, anticipates needs, and flexibility. Proficiency in Microsoft Office is essential. Experience working in an office environment and able to use a computer (word for windows, excel software) and email is essential.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to **The Human Resource Manager, World Vision South Sudan**

Qualified female candidates are strongly encouraged to apply

Indicate the position you’re applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or Hand deliver to any of World Vision offices.

Closing date for receiving applications is: April 19th, 2022 at 5:00pm (local time)

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

