

Vacancy Announcement



JOB TITLE: Administration Assistant
BAND/LEVEL/GRADE: 9B
Department: Human Resources/Administration
LOCATION: Juba
Overtime Eligible: Exempt
(per local law)



BACKGROUND: IRC began working in South Sudan in 1989. IRC South Sudan operates a country office in Juba and has field offices in Lakes, Unity, Northern Bahr el Ghazal and Eastern Equatoria states. Currently, IRC South Sudan implements programs in primary health care, community case management, women's protection and empowerment, protection and access to justice and livelihoods. In early 2012, in response to the increasing influx of Sudanese refugees from the Nuba mountains/South Kordofan into northern Unity State, the IRC began programming in Yida and Ajuong Thok Refugee Camp, providing essential services in the reproductive health and women's protection and empowerment and ERD sectors.

Scope of work:

Under supervision of the Administration Officer, the Admin Assistant will primarily be responsible for **assisting** in management of Facilities and travel related activities including but not limited to bookings (domestic and international flights), renewals and processing of visas work permits for international and alien registrations for all international staff and visitors as well as assisting in maintenance of all IRC contracted facilities / offices in Juba, events organization and processing of all related payments.

Responsibilities:

Domestic and International Travels

- Assist in management / processing of WFP-UNHAS and international flights bookings by Ensuring receipt and verification for accuracy of travel authorization forms (TAFs) and taking them around for signatures before he/she submit them to admin officer who will promptly ensure seats confirmation to intending travelers/field coordinators
- Proper tracking of all WFP-UNHAS/international flight bookings according to dates, user and grant charges
- Process the payments for Domestic travels with Finance team. Ensuring that duplicate copies of payment requests, TAFs and Tickets are safely filed and kept in Admin Office for reference as and when need arises
- Liaise with IRC's travel agencies for booking of international flights via an ambitious process if and when requested by the Admin team members
- Assist in the process of Processing of work permits / extension of visas for all Expatriate staff with the Ministry Of Labor and Immigration Authorities in Juba
- Ensures timely Alien Registration processing for all international Colleagues and visitors to the Country within two days of arrival
- Ensures that copies of work permit/passports are kept in administrative files for record purposes
- Ensure Room Allocation, Work Permits, Alien Registration and Visa Trackers are up to date at all times and are circulated to relevant people on a regular basis

Facilities Management:

- Support the Administration Team in management of IRC's guest houses/offices
- Laisie with Administration Officer in allocation of rooms for incoming visitors/transiting travelers
- Laisie with Supply Chain for transportation arrangements for travelling staff
- Lead in and handle day-to-day maintenance inquiries and investigating residents complaints

- Maintaining inventories and ensuring an adequate supply of materials, supplies and related items for both the office and Guest House
- Reviewing and ascertaining administrative suppliers' invoices and quotations
- Maintaining payments records and making reports from them if and when required
- Preparing and maintaining all agreements (Rentals, Water Supply ETC)
- Coordinate with field offices on preparation of staff IDs for all Field Locations under the guidance of Admin Officer among others.

Requirements:

Preferably a Diploma in a closely related discipline with at least 3 years of forward-thinking relevant experienced in a dynamic environment is necessary

Strong organizational, interpersonal, communication & prioritization skills

Strong computer skills, Windows, MS office programs, internet/email

A team builder with excellent people skills; culturally sensitive and have the ability and interest to identify and work with a multi-cultural team

Fluent in spoken and written English

Excellent report writing and staff management skills

Ability to remain productive even in pressure environment amidst high workload.

Professional Standards

- The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.

How to apply: Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, Mark clearly on the envelope to IRC's application drop box at IRC Office Juba or, or by email at SS-HR@rescue.org

Not later than 21th October 2019.

NOTE: Only short listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

Please remember to indicate the duty station while submitting the application.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

