



Norwegian People's Aid

South Sudan

SU-H-3
Approved by Senior Inspector,
MoL/RSISD
Chenbo
02/01/2025



Advertisement for Receptionist Based In Juba

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan since 1986.

NPA wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of a **Receptionist** based in Juba.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

Provides efficient and effective administrative support to NPA Juba office by managing the front desk.

Duties and Responsibilities:

- Serves as the face of the organization, offering friendly service to those entering the building or calling in on the phone.
- The receptionist coordinates with the cleaners to ensure the reception area is clean and free of clutter.
- Ensures there is proper booking of the meeting hall by different staff and/or other tenants in the building.
- Welcomes people/visitors coming to NPA offices in a good and respectful manner, answering any questions, providing direction, and alert staff when someone is there to meet them or visit them.
- Assists any applicant who comes into the building to apply for positions, including providing them with Application register, pen, and reference materials if they need.
- Accepts deliveries of parcels and tender documents/bids, organizes them to be distributed to the correct recipients and ensures the recipients get them in a timely manner.
- Raises PRF and orders for front desk and general office utilities.
- Manages the visitors log book, e.g. who is entering and exiting the building.
- Receives mail deliveries from outside and daily newspapers for the office.
- Makes outgoing calls, dispatches and outgoing mails.
- Responds to all queries from external callers as well as staff as appropriate.
- Coordinates with security guards and supervisor to ensure the safety of the reception area.
- Maintain records relating to calls or visitors at the reception area.
- Assisting in providing administrative support to colleagues.
- Ensures that the office telephones, clocks and other equipment are in good working conditions.
- Controls the lights, clocks and alarms at the reception area and ensures they are functioning well.
- Coordinates and handles travel arrangements, hotel/conferences bookings and housing arrangements for the staff and visitors as instructed.
- Provide supports during recruitments and Audits exercises when required.



- Performs other clerical receptionist duties such as filing, photocopying and other related administration functions as required.

Desired Qualifications/Skills/Experience:

- Degree in Business Administration or closely related field of study
- At least 3 years of relevant working experience in an INGO
- Experience working as Administration Assistant or Receptionist
- Strong organizational, interpersonal, communication and prioritization skills.
- Strong computer skills-Windows MS Office Programs, Internet/e-mails.
- Knowledge of Microsoft software (excel, word etc.)



Personal Qualities:

- Team player with good interpersonal and documentation skills.
- Fluent in English, Juba Arabic.
- Punctual with strong attendance history.
- Good customer car attitude.
- Ability to maintain excellent personal and professional conduct always.
- Ability to adhere to NPA core values and code of conduct and Security Guidelines.
- Self-motivated with demonstrated ability to work under minimal supervision.
- Ability to remain productive while under pressure.
- Willingness to perform other duties as assigned by the supervisor or requested by colleague from time to time.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy applications and CVs/Resume can also be delivered to NPA Juba Office.

Applications submitted after 12:00 noon on Tuesday 21st January 2025, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant

