



Vacancies with UNICEF South Sudan

If you are South Sudanese National who is passionate and committed professional and want to make a lasting difference for children, UNICEF South Sudan, the world's leading children's rights organization would like to hear from you.

For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. At this time in South Sudan, the UNICEF response contributes to the Inter-agency strategic objectives and aims to provide humanitarian assistance and protection tailored to the needs of girls, boys, women and men (internally displaced, host communities, and refugees) in accordance with the Core Commitments for Children to reduce morbidity and mortality and ensure the protection and participation of affected populations. The key programme priorities are: outbreak prevention, preparedness and response with a focus on measles and diarrheal disease (including cholera) involving close collaboration between WASH, nutrition and health sectors; protection of children, focused on preventing and responding to recruitment and other grave violations; access to and return to learning for displaced children and children in vulnerable host communities to provide a protective environment and entry point for other programme interventions including health, nutrition, WASH and child protection, preparedness for the rainy season including pre-positioning of supplies and establishment of programmes in locations likely to become inaccessible during the rains.

As part of our scaling up operations to respond to the increased humanitarian needs, the following posts have been created in our country programme and we are seeking dedicated, compassionate South Sudan to join our team, this could be you!

1. **Supply Officer (Data Assurance), NOB, Fixed-Term – VA/2014/03/01**

Purpose of the post

Under the direct supervision of Supply & Logistics Manager, the incumbent administers the supply operations of a relatively simple nature and limited impact, requiring basic professional technical expertise in support of operations and programme objectives. Responsible for effective planning, contracting, procurement, distribution, and inventory management of UNICEF's supplies, in support of the Country Programmes and operations. Responsible also for generating and analysing data related to the supply chain management for decision making.

Contribute to the collaboration with all other UN agencies to accelerate implementation of the Harmonized Business practices for supply and logistic initiatives in line within Reform/coherence.

Minimum qualifications & experience required

University degree in Business Administration, Management, International Economics, Engineering, International Development, Contract/commercial Law or in directly related areas of specialization, including credited courses in supply, logistics, purchasing or contracting. Or, a recognized qualification in procurement and contracting.

Two years of relevant professional work experience. Both national and international work experience in supply, logistics, purchasing, contracting and administration and/or other related fields. Work experience in emergency duty station.

2. **Finance Officer (Quality Assurance) NO-B, TA position - VA/2014/03/02**

Purpose of the post

Under the general supervision of the Quality Assurance Officer, the Incumbent is to maintain a database of Implementing Partners' (IPs) micro-assessments with identified level of assessed risks; jointly with programme sections to develop a matrix on frequency and scale of assurance activities and follow-up on the micro-assessment recommendations. Participate in spot checks and monitoring visits and develop and implement HACT training plan for Government and non-Government IPs.

Minimum qualifications & experience required

University degree in Accounting, Finance or Business Administration. Professional qualifications, either CPA, ACCA or CFA is required. Two years progressively responsible work experience at Senior Professional Level in Financial Management and Accounting, including at least two years of practical experience with large-size International Organization.

3. Senior HR Assistant (Field support), GS7, Fixed-Term, Juba - VA/2014/03/03

Purpose of the post

Under the overall guidance of the supervisor, the Human Resources Officer, the incumbent of the post is responsible for the execution, in area of human resources, administration and management.

Minimum qualifications & experience required

Completion of secondary education; training in Human Resources or business administration is desirable. Seven years' experience, including progressively responsible work in Human Resources Administration and Office Management.

4. Senior Admin Assistant (Travel), GS7, Fixed-Term - VA/2014/03/04

Purpose of the post

Under the general supervision of the Administrative Specialist, the incumbent performs administrative support functions, Also the incumbency will be responsible for processing of claims and the booking of UNICEF staffs and partners in UNHAS as indicated by the requirements and structure of the organization, as indicated by the requirements and structure of the organization.

Minimum qualifications & experience required

Completion of secondary education; training in business administration is desirable, Seven years of progressively responsible work in administration.

5. Senior Warehouse Assistant, GS7, Fixed Term - VA/2014/03/05

Purpose of the post

Under close supervision and technical guidance of Logistics Specialist, Maintain and operate their respective warehouses for receipt, inventory and dispatch of goods destined for project areas in South Sudan

Minimum qualifications & experience required

Completion of secondary education or equivalent, supplemented by courses in warehousing methods and/or accounting. Seven years of progressively responsible clerical or administrative work, with specialized experience in warehousing a variety of materials and supplies. Experience with computer databases, for the maintenance of procurement records

6. Senior Programme Assistant GS7, Juba, Fixed-Term - VA/2014/03/06

Purpose of the post

Under the general supervision of the Chief of Field Operations, performs a variety of information collecting, monitoring, technical and administrative services of moderate scope and difficulty in support of programme activities.

Minimum qualifications & experience required

Completion of secondary education, preferably supplemented by technical or university courses in a field related to the work of the organization. Seven years of progressively responsible clerical or administrative work, of which at least one year was closely related to support of programme activities.

7. Supply Assistant and Supply/Shipping Assistant GS-6, Fixed-Term, Juba (Two posts) - VA/2014/03/07/8

Purpose of the post

Under the guidance and direct supervision of the Contract Officer, the Supply Assistants is responsible for the coordinating and administration of the local procurement process to ensure effective delivery of goods/services in order to obtain the best value for money required for all UNICEF South Sudan Programmes.

Under the direct guidance of the Supply Officer, the supply/shipping Assistant assists in the procurement, Shipping, Distribution and Monitoring of UNICEF's supplies, in support of the Country Programme.

Minimum qualifications & experience required

Completion of secondary education. Specialised training in procurement and logistics management, contract law, litigation and arbitration law, is an added advantage. Six years of office experience, including record-keeping and processing of information. Knowledge of statistics for presentation and analysis of bid/quotation abstracts.



8. ICT Assistant (Field support), GS6, Fixed-Term - VA/2014/03/09

Purpose of the post

Under the supervision of the ICT Officer, to provide technical, trouble shooting, operational and procedural support and end-user services in the implementation, maintenance and improvement of databases, information management systems, all IT equipment and software and activities of the office and counterparts.

Minimum qualifications & experience required

University Degree/Diploma in Information Technology Systems or related field or computer related certification (e.g., A+ certification, ITIL Foundation Certification or equivalent customer support certification). Six years practical professional work experience in information technology, as well as systematic methods of troubleshooting and analytical problem solving, providing assistance to users on ICT products and services, and use of applications and diagnostic tools. Practical experience with various computer platforms and applications: operating systems, email and database systems, Work experience in providing ICT support to remote field offices in developing countries an asset.

9. Programme Assistants GS5, TA (2 posts) Juba and Rumbek, - VA/2014/03/10, 11

Purpose of the post

Under close supervision and technical guidance of the Chief of Field Office, collects information, maintains records and prepares documentation and correspondence pertaining to programme activities.

Minimum qualifications & experience required

Completion of secondary education. Five years of office experience, including record-keeping and processing of information.

10. Warehouse Assistant, GS4, Fixed-Term - VA/2014/03/12

Purpose of the post

Under close supervision of the Logistics Specialist, carries out the receiving, storage, packing and loading of shipments to and from UNICEF's warehouses.

Minimum qualifications & experience required

Completion of secondary education, In-house or external courses in purchasing and supply/Logistics. Minimum four years' experience in a similar position with knowledge of computerized warehouse systems. Experience in working in a warehouse environment. Preferred experience with computer databases for the maintenance of inventory record.

11. Drivers. GS2, TA, Bentiu, Bor & Rumbek (3 posts) - VA/2014/03/13, 14, 15

Purpose of the post

Under close supervision and technical guidance of the Chief of Field Office, the incumbent will provide transportation services in support of the office management and programme implementation.

Minimum qualifications & experience required

Primary education; driver's license; knowledge of driving rules and regulations and skills in minor vehicle repair. Four year's work experience as a driver; safe driving record.

Remuneration: An attractive package will be applicable at the UN salary scale including social security benefits.

Submission of Applications:

Applications from qualified South Sudanese nationals, accompanied by updated CV in English and a completed United Nations Personal History Form, (which can be downloaded from our website at www.unicef.org/employ) should be sent to the address below **by on or before Friday 04th April 2014**. UN/UNICEF staff members are requested to enclose their 2 most recent Performance Evaluation Reports with their applications. Send application to:

Human Resources Officer

UNICEF South Sudan Country Office, Juba. OR PREFERABLY: Email: jubavacancies@unicef.org.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.