

**UNITED NATIONS CHILDREN'S FUND**  
**South Sudan Country Office**

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
VA/2015/09/01	Admin/Finance Assistant	GS-6	Rumbek	Fixed-Term	06 October 2015

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

**Purpose of the post**

Under the supervision and guidance of Programme Specialist, Rumbek, provide administrative support to Rumbek Field Office.

**Major Duties and Responsibilities**

- Maintain NEP Inventory for the field office, identity of each item, location, transfer and condition, cross-check periodically the physical assets with the records in the inventory register on every quarter.
- Monitor movement of office property by recording such movements on property control record cards and issue personal property receipt when required: ensure timely repair and maintenance of office equipment. Produce NEP report as required. Undertake a comprehensive physical inventory for NEP in UNICEF Premises, Identify items no longer required by the office and submit the recommendation for disposal to the Head Office.
- Prepares correspondence, special reports, evaluations and justifications required on general administrative or specialized tasks that may be of a confidential nature within assigned area of responsibility. Undertake regular inspection of the premises, both inside and outside and arrange for any needed repairs.
- Ensure cleanliness of the interior and exterior of the buildings, ensure security and safety of staffs and premises, supervise the work of junior admin staffs and all the axillary staffs.
- Maintains liaison with officials of local banks and financial institutions to obtain day-to-day information on exchange and interest rates, changes in procedures and regulations and matters pertaining to maintenance of office bank accounts
- Ensure UNICEF Vehicles management procedures, policies and guidelines are followed in managing fleets; vehicles are equipped with tools and communication equipment; fuel/spare parts are availability and proper utilization, maintenance and repair of transport assets. Arrange daily transport needs and assign drivers and vehicles accordingly, based on drivers reports arrange with local garages for repair and maintenance of office vehicles. Maintain monthly administrative store and keep a record of all items received and issued.
- Plan the work of drivers so that field trips assignments are distributed equally and fairly among all drivers. Maintains ledgers and accounting records for classification and recording of financial transactions and for the reconciliation of accounts and preparation of recurring or special reports.

**Minimum qualifications & experience required.**

- Completion of secondary education with training in business accounting and finance is required.
- Six years relevant experience particularly in handling administrative/finance matters
- Very good knowledge of written and spoken English.  
Knowledge of local working language of the duty station would be an advantage
- Training in Administration and personnel desirable. Good computer software skills for word-processing, spreadsheets etc. Ability to function as a team-member

**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](http://www.unicef.org/employ)) should be sent to the address below **by on or before Tuesday 6<sup>th</sup> October 2015.**

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](mailto: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.**