



VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
VA/2015/11/01	Programme Assistant	GS-5	Bor, South Sudan	Fixed-Term	20 November 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 close supervision and technical guidance of the Chief of Field Office in Bor, collects information, maintains records and prepares documentation and correspondence pertaining to programme activities.

Major Duties and Responsibilities

Collects information mainly from records and reports and prepares periodic and ad hoc reports on programme and project activities
Maintains, logs, files and updates records in prescribed format for subsequent use in the areas of field Travel, Transport, Office management, minutes to meetings and other key activity areas of the section.

Organizes data and information, prepares and maintains records, documents and control plans for the monitoring of project/programme implementation.

Contributes to the preparation of reports, project documents and submissions to governments by providing information, preparing tables and drafting relatively routine sections. Prepares background information for use in discussions with governments and other organizations. Participates in the briefing and debriefing of project personnel.

Scrutinizes plans of operations, exchanges of letters and takes appropriate follow-up action. Assists in the administrative process of government requests for assistance.

Summarizes information reflecting current obligations and future programme and/or budgetary implications, including drafting of FCs in the SAP, and drafting of TAs. May be required to carry out specific administrative operational/control tasks for project/programme activities.

Minimum qualifications & experience required

Completion of secondary education, preferably supplemented by technical or University courses in field related to the work of the organization.

- Five years of progressively responsible clerical or administrative work, of which at least one year is closely related to support of programme activities.
- Ability to speak, write and understand English. Ability to speak and understand Arabic is an asset.

i) Core Values (Required)

Commitment, Diversity and Inclusion, Integrity

ii) Core Competencies (Required)

1. Communication [II] Working with People [II] Drive for Results [II]

iii) Functional Competencies (Required)

Analyzing [II] Applying Technical Expertise [II] Following instructions and Procedures [II] Planning and Organizing [II]

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 20 November 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.

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.