



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

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.

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
VA/2015/04/01	Administrative Assistant	GS-6	Juba	Fixed-Term	08 th April 2016

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Purpose of the post

Under the general supervision of the Senior Administrative Assistant, 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.

Major Duties and Responsibilities

- Arranges official travel of staff, e.g. provision of tickets, travelling charges, visas, security clearance, hotel booking etc. Issues Local Travel Authorizations. Briefs staff on all policies and procedures relating to official travel. Calculates entitlements and processes payments.
- Ensures provision of timely, efficient and appropriate delivery of administrative services and security arrangements and recommends to supervisor any improvements required.
- Prepares routine correspondence/reports/evaluations & justifications, as required, on general admin. or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
- Scrutinizes all bills and claims relating to staff travel. Raises TAs and payment requests as required for approval by supervisor.
- Maintains records and files pertaining to Travel, Security and other Administrative subjects/topics. Prepares list of old record/files for disposal.
- Generate and Review system/computer based travel authorization (System used is known as Virtual Integrated System of Information- VISION, SAP- web based).
- In consultation with Supply Section, makes arrangements for shipment of office/project supplies/equipment and personal effects, including customs clearance.
- Ensure provision of office supplies and services. Raises PGMs for local procurements. Maintains stock of office supplies and distributes this accordingly.
- Review/update contractual status of ancillary services and administrative services (e.g. computers, photocopier, fax machine and telephone exchange, etc.).
- Performs any other administrative tasks assigned by the supervisor.

Minimum qualifications & experience required

- Completion of secondary education. Training in administrative field is desirable.
- Six years of progressively responsible clerical and administrative work.
- Very good knowledge of the local language and one or two working languages of the organization

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 8th April 2016**. 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