



**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/2015/04/02	Administrative Assistant	GS-4	Pibor	TA	22 <sup>nd</sup> April 2016

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 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**

- Analyses and maintains an overview of work of the office to ensure timely administrative support is provided in general and provide advice and ensure administrative support as required
- Supervises activities concerned with office and grounds maintenance, security, transport and similar services, when required
- 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
- Performs all personnel related functions applicable to staff working in the field e.g. maintenance of leave records, monitoring of contract expiry dates, entitlements, etc.
- 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
- Carries out transactions in VISION ensuring TAs are raised on time; Calculates and processes payment of travel claims and other payments.
- Supervises proper storage and inventory of property
- Monitors and tracks the efficient distribution of supplies that are required for effective programme delivery
- Management of GH and required consumables for the zone office
- Any other duties as maybe required by your supervisor.

**Minimum qualifications & experience required**

- Completion of secondary education. Training in administrative field is desirable.
- 4 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](http://www.unicef.org/employ)) should be sent to the address below **by on or before Friday 22<sup>nd</sup> 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](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.**