



**United Nations World Food Programme – South Sudan**  
The Food Aid Organization of the United Nations System  
**VACANCY ANNOUNCEMENT-INTERNAL/EXTERNAL**  
**VA 2016-S033**

The Office of the United Nations World Food Programme, South Sudan is currently seeking a qualified candidate for the following position;

Job Title:	<b>Business Support Assistant(Data entry) – 1 Position</b>
Duty Station:	<b>Bor</b>
Section/Unit/Project:	<b>Programme</b>
Contract Type/Level:	<b>Service Contract – SC 4(equivalent GS 4)</b>
Post Duration:	<b>12 Months</b>
Issued Date	<b>4<sup>th</sup> October 2016</b>
Closing Date	<b>18<sup>th</sup> October 2016</b>
Applications Details:	<p>This vacancy is open for qualified <b>South Sudanese</b> <b><i>Applications from qualified female candidates are encouraged.</i></b> Interested candidates should submit their signed application and CV by e-mail to: <a href="mailto:vacancyjuba@wfp.org">vacancyjuba@wfp.org</a> or, personally deliver applications to UNWFP, Juba/South Sudan in Jebel Kujur (near Rock City) OR submit to the nearest WFP office in their respective location.</p> <p>All application letters should be addressed to: The Head of Human Resources UNWFP, Juba/South Sudan Jebel Kujur (near Rock City)</p> <p>Please clearly indicate the <b>Job Title</b> and the <b>Vacancy Number</b> on the envelope. Unmarked envelopes will not be considered.</p> <p><b>Your application will not be considered if the following is not enclosed in the envelope; photocopies (not originals) of South Sudanese Nationality Certificate, academic qualifications, a signed Personal History Form (P11) and CV.</b></p> <p><b>To download the Personal History Forms (P11) please follow the link provided: <a href="http://tinyurl.com/wfp-p11">http://tinyurl.com/wfp-p11</a></b></p> <p><u>WFP employees are requested to enclose their 2 most recent Performance Evaluation Reports with their applications.</u></p> <p><i>Only short listed candidates will be contacted for interviews</i></p>

## Terms of Reference

Under the general supervision of the Head of Sub-office or his/her designate and the direct supervision of the Programme Officer/head of Programme, the Business Support Assistant (Data Entry) will be responsible for the following duties:

### Key responsibilities:

- Gather information with clear direction to support the drafting of documents and preparing reports by other staff.
- Support processing and managing routine administrative and financial tasks in various functional areas, to contribute to the effective and timely management of resources.
- Provide revision and proof-reading services for standard documents, to contribute to the development of accurate documentation.
- Take responsibility for the maintenance of set standard systems and files, to ensure information is accurate and readily available for the function.
- Identify simple discrepancies in statistics and data, such as missing information, and report to senior staff in order to support clients to deliver their work.
- Take responsibility for data integrity to facilitate availability of accurate information in corporate systems.
- Provide guidance on routine business support methods and practices to junior colleagues to ensure services are delivered consistently and to the required standards.
- Work with a variety of individuals, taking on feedback where appropriate to assist in business support delivery for staff.

**Education:** Completion of secondary school education.

**Experience:** Four or more years of progressively responsible work experience in the relative bus stream with experience in general administrative work.

### **Knowledge:**

Basic computer skills including keyboard/mouse skills and knowledge of common basic software packages. Knowledge of commonly used office equipment.

### **Language:**

Fluency in both oral and written and English, knowledge of the local languages spoken in South Sudan is an advantage.

### **Desirable Skills:**

- Proficient in the use of office equipment and computer software packages, such as Microsoft Word.
- Knowledge of work routines and methods in order to complete processes under minimal supervision.
- Uses tact and courtesy to give and receive information to a wide range of individuals.
- Ability to identify data discrepancies and rectify problems requiring attention.