



United Nations World Food Programme - South Sudan

The Food Aid Organization of the United Nations System

VACANCY ANNOUNCEMENT-INTERNAL/EXTERNAL

VA 2016-S035

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

Job Title:	Business Support Assistant - 1 Position
Duty Station:	Juba
Section/Unit/Project:	Equatoria Desk (Management)
Contract Type/ Level:	Service Contract - SC 4(equivalent GS 4)
Post Duration:	12 Months
Issued Date	4th October 2016
Closing Date	18th October 2016
Applications Details:	<p>This vacancy is open for qualified South Sudanese <i>Applications from qualified female candidates are encouraged.</i></p> <p>Interested candidates should submit their signed application and CV by e-mail to: vacancyjuba@wfp.org 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 Job Title and the Vacancy Number on the envelope. Unmarked envelopes will not be considered.</p> <p>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.</p> <p>To download the Personal History Forms (P11) please follow the link http://tinyurl.com/wfp-p11</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 direct supervision of the Head of Sub-Office and head of programme , the incumbent shall perform the following duties:-

Key Responsibilities:

- Gather information with clear direction to support the drafting of documents and preparing reports by other staff.
- Respond to queries and escalate where appropriate, in order to provide a timely and accurate service to clients.
- 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.

Minimum Qualifications

Education: Completion of secondary school education.

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

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

Desirable Knowledge and 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