



## EMBASSY OF THE REPUBLIC OF SOUTH SUDAN, WASHINGTON, D.C.

---

Ref: ERSSW/jobs/01

Date: 08/07/2012

The Embassy of the Republic of South Sudan in Washington, D.C would like to advertise job opportunities for the following:

### **1/ Executive Secretary (one vacancy)**

#### **Responsibilities and Skills:**

- Responsible for providing secretarial, clerical and administrative support for the Head of Mission's office. (Ambassador)
- Responsible for providing senior level with secretarial and clerical support for the Head of Mission.
- Provide office services in order to ensure an efficiency and effectiveness with the Head of Mission's office.
- Receive, direct and relay telephone messages and fax messages.
- Maintain the general filing system and file, all the correspondence of meetings conferences and telephone calls.
- Make preparations for weekly meeting for the Head of Mission.
- Maintain an adequate inventory of office supplies.
- Respond to senior Government Officials inquires.
- Provide word processing and secretarial support.
- Type confidential documents on a word processor system.
- Reports, accountable and answerable to the Deputy Head of Mission.
- Perform other related duties as required.

#### **Qualifications:**

- A degree in secretariat science

## **Remuneration:**

Remuneration will be based on US Department of the Labor rates, will reflect, the selected candidate's area of expertise and relevant secretariat experience. The expression of interest and resume should be in plain sealed envelopes and clearly marked:

## **2/ Public Relations Officer (one vacancy)**

### **Responsibilities and Duties:**

- Planning, developing and implementing VIPs and official Visitors from South Sudan and U.S.A
- Liaising with Diplomat in charge of protocol's in all times.
- Organizing events and ceremonies for VIPs and official visitors in the Head of Mission's Residence.
- Responsible for receiving and escorting VIPs and officials at the airport.
- Responsible for receiving and depositing of VIPs and officials visitors luggage's
- Responsible for any airport courtesy for all visitors.
- Responsible for collecting and delivering Diplomatic bag.
- Responsible for arranging traveling plans (Reservations, Bookings) for the Head of Mission and Diplomats traveling within U.S.A and abroad.
- Responsible for booking hotels reservations, for the Head of Mission and Diplomats in the Embassy.
- He/she is accountable and answerable to the Administrative Attaché.
- Perform other related duties required.

### **Qualifications:**

- Should have a Degree or Diploma in Social Sciences.
- Should have a work experience with an Embassy for 2-3 years.
- Excellent oral and written communication skills.
- Fluency in English is essential

### **3/ DRIVERS (4 Vacancies)**

#### **Skills needed are:**

- Driver should be adult with a sound mind.
- Should have a valid driver's license for the District of Columbia.
- Should have a clean driving record.
- Willing to Learn.
- To be a member of team work.
- Willing to work late hours and Public Holidays.
- Should have a work permit from the U.S Department of Labor.
- Should have a good command of English
- Should have basic Understandings of protocol and etiquette.
- 

#### **Remuneration**

Remuneration will be based on US Department of the Labor rates, will reflect. The selected candidate's area of expertise and relevant driving experience

The expression of interest and resume should be in plain sealed envelopes and clearly. Marked!

**Please forward your application to:**

**Deputy Head of Mission**

**Embassy of the Republic of South Sudan**

**1233 20<sup>th</sup> Street N.W Suite 602**

**Washington, DC, 20036**

**Email: [info@gossmision.org](mailto:info@gossmision.org)**

**Application should reach the Embassy before or by August 23<sup>rd</sup>, 2012.**

**Only short list Applicants will be notified.**

