

THE UNITED NATIONS CHILDREN'S FUND (UNICEF)



**Invites applications from South Sudanese Nationals for the position of Programme Assistant, (GS-5) Wau,  
(Fixed-Term Appointment)**

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 close supervision and technical guidance of the Health and Nutrition Specialist, the Programme Assistant, collects information, maintains records and prepares documentation and correspondence pertaining to programme activities

**Major Duties and Responsibilities**

- Collects data and other information on development and/or subject-matter activities of the section. The incumbent also assists with the following up of DCT liquidation documents..
- Maintains, logs, files and updates records in prescribed format for subsequent use in the areas of field Travel, Transport, Office management, minutes to meetings and other key activity areas of the section.
- Processes and examines the information and data in accordance with instructions received, making necessary abstracts and computations, especially in the areas of DCT liquidations and scrutinizing information on requests for funding with regard to budgets prepared by partners.
- Maintains and keeps current registers and control plans on the status of projects at the formulation, implementation and operational stages.
- Prepares background material, working papers and tables for briefing and review sessions, especially during workshops, Midyear and Annual reviews and making arrangements for participants' accommodation and travel to workshops.
- Summarizes information reflecting current obligations and future programme and/or budgetary implications, including drafting of FCs in the SAP, and drafting of TAs.
- May be required to carry out specific operational/control tasks for programme/project implementation including office management, transport management and management of office supplies and facilities.
- Performs other duties, as required.

**Minimum qualifications & experience required.**

- Completion of secondary education, preferably supplemented by technical or University courses in field related to the work of the organization.
- Five years of progressively responsible for clerical or administrative work of which at least one year is closely related to support Programme activities. Prior work experience in a child protection agency is an asset
- Ability to speak, write and understand English. Ability to speak and understand Arabic is an asset.

**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 31<sup>st</sup> August 2012**. 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).

**Vacancy # UNICEF VA 2012/08/04 – Programme Assistant, (GS-5),Wau**

**UNICEF is committed to gender equality in its mandate and its staffs. Qualified female candidates and persons with disabilities are encouraged to apply. Only short-listed candidates will be contacted.**

**UNICEF is a smoke-free environment, Zero tolerance of sexual abuse and exploitation is our policy**