

THE UNITED NATIONS CHILDREN'S FUND (UNICEF)



**Invites applications from South Sudanese Nationals for the position of Programme Assistant, (GS-6) Juba,
(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 general supervision of the Chief of WASH, performs a variety of information gathering, monitoring, technical and administrative services of moderate scope and difficulty, in support of programme activities.

Major Duties and Responsibilities

- Collects information mainly from records and reports and prepares periodic and ad hoc reports on programme and project activities. 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.
- Organizes data and information, prepares and maintains records, documents and control plans for the monitoring of project/programme implementation.
- Contributes to the preparation of reports, project documents and submissions to governments by providing information, preparing tables and drafting relatively routine sections. Prepares background information for use in discussions with governments and other organizations. Participates in the briefing and debriefing of project personnel.
- Scrutinizes plans of operations, exchanges of letters and takes appropriate follow-up action. Assists in the administrative process of government requests for assistance.
- 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 administrative operational/control tasks for project/programme activities.
- 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.
- Six years of progressively responsible clerical or administrative work, of which at least one year is closely related to support of programme activities.
- 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**) should be sent to the address below by on or before **Friday 5th April 2013**. 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.

Vacancy # UNICEF VA 2013/03/03 – Programme Assistant, (GS-6), Juba

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