

Vacancies with UNICEF South Sudan

If you are South Sudanese National who is passionate and committed professional and want to make a lasting difference for children, UNICEF South Sudan, the world's leading children's rights organization would like to hear from you.

For 60 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. At this time in South Sudan, the UNICEF response contributes to the Inter-agency strategic objectives and aims to provide humanitarian assistance and protection tailored to the needs of girls, boys, women and men (internally displaced, host communities, and refugees) in accordance with the Core Commitments for Children to reduce morbidity and mortality and ensure the protection and participation of affected populations. The key programme priorities are: outbreak prevention, preparedness and response with a focus on measles and diarrheal disease (including cholera) involving close collaboration between WASH, nutrition and health sectors; protection of children, focused on preventing and responding to recruitment and other grave violations; access to and return to learning for displaced children and children in vulnerable host communities to provide a protective environment and entry point for other programme interventions including health, nutrition, WASH and child protection, preparedness for the rainy season including pre-positioning of supplies and establishment of programmes in locations likely to become inaccessible during the rains.

As part of our restructuring exercise and to respond to the increased humanitarian needs, the following posts have been established in our country programme and we are seeking dedicated, professional South Sudan nationals to join our team, this could be you!

1. Administrative/ICT Assistant, GS-6, Malakal, Fixed-Term – VA/2015/01/01

Purpose of the post

Under the general supervision of the Operations Officer, the incumbent performs administrative support functions, which may include supervision of clerical and administrative staff engaged in fields of work, such as personnel, finance, registry, supply and transportation, as indicated by the requirements and structure of the organization.

The incumbent will also provide technical, operational and procedural support and end-user services in the implementation and support of information management (systems, procedures and activities) of the office.

Supports efficient and effective management of non-expendable property, travel (timely processing of travel authorizations and claims) and transport (effective vehicle maintenance as well as driver supervision), office premises maintenance contracts (timely initiation of office premises maintenance, issuance of service requisitions and contract maintenance). Effectively supports efforts on ensuring improvement and maintenance of better staff living conditions in the field office.

Assists in the recruitment of General Service staff for non-specialized work including evaluating candidate applications, administering shorthand and typing exams, conducting preliminary interviews of candidates; assigns General Service staff to meet work requirements; reviews and evaluates work of subordinates.

Collects information and assists in conduct of surveys on local cost of living, daily subsistence allowance criteria, local salaries for office and servicing staff, housing rentals. Assist with the introduction of specific computer hardware and software. This involves installation of new hardware and software scheduled with users. Administers the reporting of equipment problems, the diagnosis of source of problem, fixes the problem if possible or places service call to vendor for maintenance and follows up as necessary.

Provide first line of support in deploying and troubleshooting IT and Telecommunication equipment.

Minimum qualifications & experience required

Completion of secondary education. Training in administrative field is desirable.

Six years of progressively responsible clerical and administrative work.

Three-six years progressively responsible experience in computer information management work, including data processing applications, database, multi-user network and telecommunications, hardware/software installation, user assistance and end-user documentation in support of office computerization.

2. Administrative Assistant, GS-6, Bor, Fixed-Term – VA/2015/01/02

Purpose of the post

Under the general supervision of the head of the office or other professional officer. The incumbent performs administrative support functions, which may include supervision of clerical and administrative staff engaged in fields of work, such as personnel, finance, registry, supply and transportation, as indicated by the requirements and structure of the organization.

Performs personnel work, including interpretation and processing of entitlements, issuance of contracts and maintenance of various personnel records and files.

Assists in the recruitment of General Service staff for non-specialized work including evaluating candidate applications, administering shorthand and typing exams, conducting preliminary interviews of candidates; assigns General Service staff to meet work requirements; reviews and evaluates work of subordinates.

Collects information and assists in conduct of surveys on local cost of living, daily subsistence allowance criteria, local salaries for office and servicing staff, housing rentals. Briefs international personnel on general administrative matters relating to visas, licenses, security; provides advice and ensures administrative support, as required. Advises and assists other staff in the area of office management. Arranges for and/or attends meetings on day-to-day administrative matters; participates in discussions of new or revised procedures and practices; interprets and assesses the impact of changes; and makes recommendations for follow-up actions. Prepares, on own initiative, correspondence, reports, evaluations and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility. Assists in the preparation of office budgets applicable to staff and servicing costs, and maintains necessary budgetary control records. In addition to general administration responsibilities, may also supervise directly or indirectly, activities concerned with office and grounds maintenance, security, transport and similar services.

Minimum qualifications & experience required

Completion of secondary education. Training in administrative field is desirable.
Six years of progressively responsible clerical and administrative work.

3. Logistics Assistant, GS-5, Bor, Fixed-Term – VA/2015/01/03

Purpose of the post

Under the direct supervision of the Warehouse Supervisor, assists in the warehousing, transportation and distribution of UNICEF’s supplies stored at the Bor, warehouse.

In coordination with the Warehouse Assistant GS-6, oversee the day-to-day warehouse operations at the contracted warehouse in Bor in support of the Country Programmes. Assist the Logistics Officer with logistics planning and implementation, facilitating storage and distribution of supplies and equipment to end-users, including follow-up on transportation and delivery.

Organising the distribution of supplies to all project sites, by preparing loading plans, instructing transporters and notifying final consignees on upcoming shipments. Responsible for planning and day-to-day tasking of the UNICEF Truck and Pick-Up.

Supervise the receipt of UNICEF supplies at the Bor warehouse, including: a) Obtains Goods Received Notes from warehouse contractor; b) Cross-checks with UNICEF documentation and PO items descriptions, quantities, unit of measure and catalogue ID), and hands off documents to Logistics Assistant (Data Clerk). C) Ensure proper physical handling and storage of goods received by warehouse contractor.

Supervise the dispatch of UNICEF supplies at the Bor warehouse: a) Obtains authorised supply Release Orders from Logistics Assistant (Data Clerk) and hands off documents to warehouse contractor; b) In consultation with the Logistics Officer and the Warehouse Assistant, prioritises dispatch and arranges related documentation; c) Ensure proper loading of trucks by warehouse contractor. Carry out regular physical random warehouse checks of commodities and inventory. Assist in periodic physical stock take and inventory reconciliation. Maintain files for all documents related to the warehouse operation including receipt and dispatch of goods. Assist the Warehouse Assistant with the daily input of warehouse transaction data into the Vision Dbase system. Cross checking of storage and handling invoices before presenting to the Logistics Specialist.

Minimum qualifications & experience required

High school Certificate. Further studies desirable, particularly logistics, business or computer related. Can be waived in lieu of proven experience in warehouse management and familiarity with logistics accounting procedures.
Five years of relevant professional work experience in related field.

4. Radio Operator, GS-2, Yambio, and Fixed-Term – VA/2015/01/04 (Two positions)

Purpose of the post

Under the direct Supervision of the Admin/HR Assistant GS 6, the Radio Operator is responsible for manning the 24 Hour Radio Room to monitor field staff movements on UNICEF Official vehicles through communication through HF/VHF radio, Mobile Phones or Thuraya Satellite phones and communicates any vital security information to management through the supervisor and also alerting all staff of any security situation in Yambio, South Sudan so that proper security precautions can be taken.

Monitor field staff movements through HF/VHF radio communication with Official UNICEF vehicles, Thuraya Phones and mobile phones and report to management messages about security problems in the field to management through the supervisor for appropriate decision making and alert staff of any security situation in Yambio and in the field so that staff members can take precautionary measures when travelling to the affected areas.

Backstops ETC programme Radio room duties on a monthly rotational basis when ETC radio room operators are on off duty. This includes receiving telephone calls and field reports from all Humanitarian staff members during night duties as per the memorandum of understanding signed between ETC and UNICEF.

Report any faults on the HF radios and any equipment communication equipment and monitor the repairs for these equipment to ensure that the repairs are undertaken in accordance with the expected standards and certify that genuine parts have been replaced

where need arises.

Reports incidents of attacks on staff houses by thugs to UNDSS and the Diplomatic Police for action to be taken quickly and to management for information purposes only.

Performs daily Radio checks for all staff from 16.00 hours to test if the radios are working properly and enable staff a chance to familiarize themselves with talking on the radio.

Minimum qualifications & experience required

Completion of Secondary School Education plus and experience on VHF and HF radio communication. Training on handling minor repair works on HF and VHF radio will be an added advantage.

At least two years progressive work experience working on HF and VHF radio communication. Computer knowledge and usage of various computer applications like excel and MS word is a must.

5. Driver, GS-2, Bor, Temporary Appointment – VA/2014/12/05 (2 Post)

Purpose of the post

Under close supervision and technical guidance of the Administrative Assistant, collects information, maintains records and prepares documentation and correspondence pertaining to programme activities.

Drives office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items.

Meets official personnel at the airport and facilitates immigration and customs formalities, as required. Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., performs minor repairs and arranges for other repairs. Ensures that the vehicle is kept clean. Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc. Ensures that the steps required by rules and regulations are taken, in case of involvement in an accident. Performs other duties, as required.

The post is office based with travels to various locations as necessary

Minimum qualifications & experience required

Completion of secondary education. Five years of office experience, including record-keeping and processing of information.

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 Monday 02nd February 2015**. 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.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.