ANNOUNCEMENT NO: VA-12-19(Juba)

OPEN TO: All interested and qualified South Sudanese. Current mission employees serving a probationary period are not eligible to apply.
POSITION: Admin Assistant-Economic Growth Office/Food For Peace
OPENING DATE: Tuesday: August 06, 2012
CLOSING DATE: Monday: August 24, 2012 - max. 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
Grade FSN 7

The United States Agency for International Development (USAID) Juba, South Sudan is seeking applications for the position of Admin Assistant in Office of Economic Growth/Food For Peace (EG/FFP).

JOB SUMMARY:

The Administrative Assistant serves in USAID/South Sudan's Economic Growth /Food For Peace Offices in Juba. The incumbent will have responsibility to support the EG/FFP Offices in administration and management of their team activities. The position requires a basic working knowledge on project monitoring and reporting, and financial management procedures. The Administrative Assistant reports to the Economic Growth Program Assistant.

The primary purpose of this position is to provide administrative assistance for programs managed by USAID/South Sudan's Economic Growth/ Food For Peace activities. The Administrative Assistant arranges conferences, workshops, and other official functions; prepares general correspondence; handles all travel arrangements as required; provides support to field staff as needed; coordinates EG partner communications and meetings; provides research in specified areas of the program as needed; and maintains a thorough filing system for the EG Office. S/he will also liaise with key EG counterparts for planning representational events, including Government of the Republic of South Sudan (RSS) ministries, state-level counterpart ministries and local officials, and USAID/South Sudan EG implementing partners. Thoroughness, dependability, as well as timely and efficient execution of work assignments is mandatory. The Administrative Assistant will be expected to handle a large volume of non-routine tasks. Major requisites of the position are the use of initiative, imagination, and ingenuity to ensure that various assignments are completed on schedule and the EG Program functions smoothly.

EDUCATION (10): Diploma/Certificate/Degree from highly qualified secretarial or related school.

EXPERIENCE :(20) Minimum two years administrative/program assistant experience with USAID, international donor or NGO.

LANGUAGE :(10) Fluent (level 4) in English and in at least one major local language, both written and oral, is required.

Job Knowledge :(**30**) Must have or develop a thorough knowledge of USAID policies, procedures and regulations (including forms. Knowledge of the South Sudan development context helpful.

Skills and Abilities (30) Secretarial, organizational, and correspondence skills. Strong communication skills. Superior multi-tasking abilities. MS Office.

HOW TO APPLY

Applicants are required to submit an application package on the attached Employment Application Form along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV to USAID by email to: jubahreg19@usaid.gov OR Deliver one copy to: USAID/South Sudan, Juba. Applications Box is outside US embassy Entrance. The DS 174 form is available on US Embassy web site: http://southsudan.usembassy.gov/job_vacancies.html

Required Documents:

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V
3. USAID Application Form (to be filled out completely)

Note:

- Only short-listed candidates will be notified.
- This vacancy is only open to nationals of South Sudan.
- Applications without the required USAID Employment Forms and supporting documents will not be considered.
- No in-person appointments or telephone calls will be entertained.
- Internal candidates are strongly encouraged to apply through their supervisors. Internal candidates are not required to complete the application form.

USAID IS AN EQUAL OPPORTUNITY EMPLOYER GENDERS ARE URGED TO APPLY