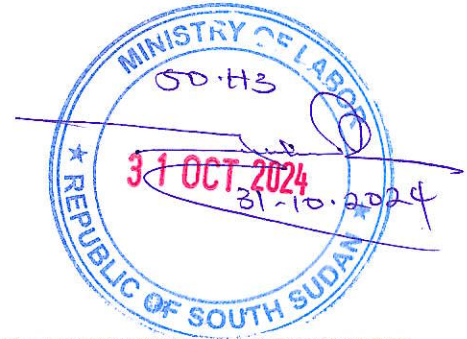


TERMS OF REFERENCE

Position: Administrative Assistant
Locations: Juba
Length of contract: 3 Months
Application start: 31/10/2024
Application end: 19/11/2024



OVERVIEW OF CTG GLOBAL

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys, and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilize at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on several occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organizations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit www.ctg.org to find out more

OVERVIEW OF THE POSITION

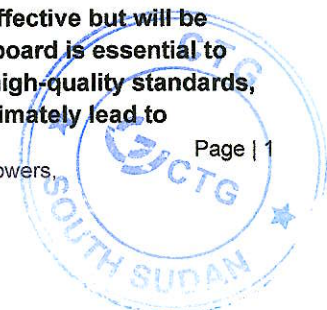
Purpose of Activity/Assignment

Review, clean, and maintain an accurate staff contact database and link it to mobile phones (MTN & Zain lines), & remove old, duplicated accounts, and unauthorized numbers. Invoice Processing via finance registry and submission to finance, support Admin / Field Support offices in dispatching supplies to various destinations. Assist in orientation of all staff on the new Digital Operating Platform for airtime and data management.

By undertaking these tasks, the goal is to enhance the efficiency and accuracy of our internal processes, improve communication within the organization, and ensure that all staff are adequately supported and equipped to perform their roles effectively.

Background & Rationale:

Recruiting additional staff through alternate modality is not only cost effective but will be addressing the understaffing issue by bringing a new staff member onboard is essential to ensure the smooth functioning of administrative operations, maintain high-quality standards, and support the well-being of our current team. This investment will ultimately lead to



improved efficiency, enhanced team collaboration, and the successful achievement of our organizational goals.

Scope of Work:

The purpose of this alternate modality recruitment is to provide administrative support with activities related to the Administrative assorted activities with smart deliverables which are specific, measurable, achievable, relevant, and time-bound with specific delivery dates

Main Duties and Responsibilities

Main Duties and Responsibilities

Review, Clean, and Maintain Staff Contacts Database:

Conduct a thorough review of the current staff contacts database to ensure all entries are accurate and up to date.

Identify and remove old, duplicated, and unauthorized contact entries to maintain a streamlined and efficient contact list.

Integrate the updated contacts database with mobile phones, specifically targeting MTN and Zain lines, to enhance communication and connectivity across the organization.

Invoice Processing Records:

Manage the finance registry, ensuring all invoices are accurately processed and submitted to the finance department in a timely manner.

Create meticulous records of all financial transactions to ensure transparency and accountability.

Coordinate with the finance team to resolve any discrepancies or issues related to invoice processing. Improved visibility and control over assets, reducing the risk of loss or mismanagement.

Support Admin / Field Support Offices:

Provide logistical support to Admin and Field Support offices by coordinating the dispatching of supplies to various destinations.

Create a database to ensure that all supplies are accurately tracked and delivered to the intended recipients without delay.

Assist in maintaining an organized inventory of supplies and updating records as necessary.

Orientation on New Digital Operating Platform:

Facilitate the orientation and training of all staff members on the newly implemented Digital Operating Platform for airtime and data management.

Develop and distribute comprehensive training materials to ensure staff are well-versed in using the new platform.

Provide ongoing support and assistance to staff as they transition to the new system, addressing any questions or issues that may arise.

Expected results/ Key function, accountabilities, and related duties/tasks:

- Cleaned and Updated Contacts Database and come up with a refined and updated staff contacts database that ensures all entries are accurate and up to date.
- Come up with detailed plans outlining the process for integrating the updated contacts database with mobile phones (MTN & Zain lines).
- Step-by-step staff orientation instructions for syncing the contacts database with mobile phones.
- Manage the finance registry, ensuring all invoices are accurately processed and submitted to the finance department in a timely manner.
- Troubleshooting documentation for resolving any issues encountered during the integration process.
- Comprehensive training and support materials to assist staff in using the updated contacts database



and integrated mobile phones.

- Continuous Improvement and Maintenance Plan:

A plan for ongoing maintenance and regular review of the staff contacts database to ensure continued accuracy and efficiency.

- Provide logistical support to Admin and Field Support offices by coordinating the dispatching of supplies to various destinations.
- Schedule for regular audits and updates to the database.

Knowledge/Expertise/Skills required:

- University degree with three years' work experience in emergency contexts preferably as a UN or NGO in courses related to supply chain, business administration, finance/Accounting, contract/commercial law, or another relevant technical field. Is an added advantage.
- Experience working in South Sudan is desirable.
- Fluency of English both written and Oral skills.
- Knowledge of relevant computer systems MS package

Disciplines

Language Requirements:

Fluency in spoken and written English

Education

Minimum bachelor's degree preferably in Business Administration /Accounting, Finance.



Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please send your CV and Cover letter most preferably by email to the address:

southsudan@ctg.org

Please make sure the subject of your email states Document Editor (Technical Expert) or your application might be overlooked

In Juba – Please deliver you application to CTG office in Rock city

IMPORTANT REQUEST

- Please note to name your CV by name e.g., "Mary Deo- CV" or "CV- John Smith"
- Kindly avoid naming CV as CV, Updated CV, by Job title or organization name

For hard copy deliveries kindly include position applied for on the envelope.

