

**AFRICAN DEVELOPMENT BANK (AfDB) – SOUTH SUDAN
FIELD OFFICE**

Local Vacancy Announcement No ADB/12/ 121

Position: Secretary to Resident Representative (South Sudan, Juba)	Grade: General Service (GS) 6	Closing Date: 30 May 2012
Department: South Sudan Country Office (SSFO)	Supervisor: Resident Representative, SSFO	

Objectives

The African Development Bank Field Office (SSFO) based in Juba, South Sudan has been established to strengthen cooperation between the Bank and Republic of South Sudan. The Bank invites applications from suitably qualified candidates to fill the vacant position of Secretary to Resident Representative. Posting will be in Juba, South Sudan.

Only Applicants Who Already Have The Right to Live and Work in South Sudan Will be Considered for this Position. The Bank Does not Support Applications for Work Permits and Relocation.

Objectives of the role

Under the direction of the Resident Representative, the incumbent will be responsible for the following:

- Time management and scheduling on behalf of the Resident Representative to include effective prioritization and resolving related conflicts and competing demands;
- Manage Resident Representative's calendar and schedule of meetings;
- Administer Staff meetings, take minutes of the proceedings and ensure follow-up on agreed actions;
- Independently respond to diverse inquiries and make decisions when multiple courses of action are possible;
- Coordinate and monitor multiple and diverse work processes and activities to ensure that management decisions are properly carried out and products are delivered in a timely manner;
- Ensure quality of documents requiring the Resident Representative's approval and/or signature;
- Keep others informed by providing relevant information, reports or status updates;
- Draft/finalize correspondence on a range of topics on behalf of the Resident Representative;
- Be accountable for the smooth operation of office work, support services and related systems within the Country Office by organizing and coordinating workflow; and
- Perform any other assignments as requested by the Resident Representative and the Bank's management.

Selection Criteria (Skills, knowledge and experience)

- A minimum of a Bachelor's degree.
- Professional secretarial qualifications.
- A minimum four (4) years of relevant experience in secretarial/office administrative work.
- Thorough knowledge and use of Microsoft software, especially MS Office 2010, and the ability to help organize data and information retrieval systems;
- Good interpersonal and verbal communication skills;
- Proven ability to work effectively in a team-oriented, multi-cultural environment and to function effectively as a member of various groups;
- Strong written and verbal communication skills in English.

Terms of Employment

Three years on a fixed term contract with possibilities of renewal based on performance unless otherwise specified.

This position does not attract international terms and conditions. Incumbents of the post will be considered as local staff and will therefore not have international status.

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit an online application, and attach a comprehensive Curriculum Vitae (CV), indicating nationality and date of birth. The President, AfDB, reserves the right to appoint a candidate at a lower level. The African Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply: www.afdb.org/jobs