



South Sudan Office: Palica Street, Hai Jerusalem, PO Box 144, Juba, South Sudan
International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

Job Description

Position Title: Administrator - GSPC – Kit, South Sudan

Duty Station: Good Shepherd Peace Center (GSPC), Kit – South Sudan

Reports to: Director, Good Shepherd Peace Center (GSPC)

1. Position Summary:

The Administrator is responsible for ensuring the smooth, efficient, and effective daily operations of the Good Shepherd Peace Center. The role includes supervising staff and workers, coordinating administrative and logistical activities, managing procurement processes, and maintaining the general functionality of the Center in alignment with its mission and values.

2. Key Responsibilities:

A. Administrative and Operational Management

- Oversee the day-to-day administrative and operational functions of GSPC.
- Supervise and coordinate the work of all staff and workers, ensuring discipline, accountability, and teamwork.
- Ensure that all activities and operations at the Center run efficiently and in accordance with established policies and procedures.
- Maintain effective communication between departments and with the Director.

B. Procurement and Financial Oversight

- Scrutinize and approve purchase orders and requisitions before submission to the Director for final approval.
- Ensure transparency, cost-effectiveness, and adherence to procurement policies.
- Maintain accurate records of purchases, supplies, and inventories.
- Assist the Director and Accountant in budget implementation and expenditure monitoring.

C. Human Resource Supervision

- Support in staff supervision, attendance monitoring, and performance evaluation.
- Facilitate team meetings and ensure that workers understand their roles and responsibilities.
- Address staff welfare and coordinate with the Director on human resource matters.

D. Facility and Asset Management

- Monitor the condition and maintenance of all GSPC facilities, vehicles, and equipment.



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- Ensure proper use of resources and timely repair or replacement of damaged items.
- Oversee cleanliness, safety, and security of the premises.

E. Reporting and Coordination

- Prepare periodic reports on administrative operations, staff performance, and logistical matters for submission to the Director.
- Collaborate closely with the Director and other departments in planning and implementing Center activities.
- Represent the Director when delegated in internal administrative meetings.

5. Core Values and Competencies:

- Commitment to the mission and values of the Good Shepherd Peace Center.
- Professionalism, responsibility, and initiative.
- Team spirit and ability to motivate others.
- Respect for diversity and gender sensitivity.

Other basic information

The position applies to religious, who are motivated by the mission statement of Solidarity with South Sudan.

You will be living away from your home country and in a country, which is experiencing a fragile peace.

You will reside in an international and intercultural religious community of men and women.

In keeping with our surroundings, the standard of living practiced by Solidarity personnel is simple.

In our relations with local people and institutions we seek to encourage empowerment of others and to avoid practices that may promote dependency.

Conditions regarding health and other insurances, and other costs that may apply of members of religious congregations will be explored during the preliminary job interview.

Please send applications to: The Executive Director, Solidarity with South Sudan, email address: executivedirector@solidarityssudan.org