

Job Description
SECRETARY GENERAL
SOUTHERN SUDAN REFERENDUM COMMISSION

Overview: The Secretary-General is responsible for the executive, administrative, and financial work of the SSRC (*Article 19 of the SSR Act*) as head of the Commission's General Secretariat. S/he is also the Secretary of the Commission.

Appointment: The Secretary-General is appointed by the President of the Republic on recommendation by the Commission.

Location: The post of the Secretary-General is based in Khartoum.

Answerable to the Southern Sudan Referendum Commission, the Secretary General shall:

1. Be the official channel of communication, in collaboration with his deputy, between the Commission and the Bureau or their individual members, and the General Secretariat and its Departments, on all matters within his/her competence.
2. Oversee the work of the Department of Finance and the Department of Administration and ensure that they implement all SSRC decisions within their area of competence.
3. Open and manage the account of the SSRC at the Central Bank of Sudan, the Bank of Southern Sudan, or any other bank accredited by the Bank of Sudan or the Bank of Southern Sudan; deposit all the SSRC's revenues in this account and authorize withdrawal of money from SSRC's bank account. Once the Southern Sudan Referendum Commission approves a budget for the Southern Sudan Referendum Bureau, the Deputy Secretary-General shall authorize the withdrawal from the Bureau's account of funds advanced by the Commission for the purposes and within the amounts authorized in the budget.
4. Ensure that all decisions and actions of the Commission and the Secretariat General are lawful and that the General Secretariat implements all decisions of the Commission in a lawful and competent manner.
5. Advise the Commission on all matters pertaining to the internal administrative structure, procedures, and systems of the SSRC and the General Secretariat.
6. Ensure that all Laws and regulations, decisions, documents, correspondence, minutes, and files of the Commission and the General Secretariat are safely recorded, numbered, published, and archived.
7. Ensure safety and maintenance of all assets and inventory of the Commission.

8. Perform any other tasks as assigned by the SSRC.

Qualifications:

- Master Degree in management, administration, electoral policy or any related field with minimum 10 years of relevant experience and progressively responsible professional experience or degree in management, administration, electoral policy or any related field with minimum 15 years of relevant experience and progressively responsible professional experience;
- Proven skills in administration;
- Proven leadership ability and supervisory skills;
- Must be able to work effectively in a politically sensitive environment and exercise discretion and neutrality;
- Proven ability to plan and ensure targets are met;
- Experience and ability to work under pressure and within limited timeframes;
- Excellent written and spoken Arabic and English.