

Job Description
DEPUTY SECRETARY GENERAL
SOUTHERN SUDAN REFERENDUM COMMISSION

Overview: The Deputy Secretary-General is responsible for the executive, administrative, and financial work of the SSRB (*Article 19 of the SSR Act*) under the general authority of the Secretary General of the Commission.

Appointment: The Deputy Secretary-General is appointed by the Southern Sudan Referendum Commission on the recommendation of the Vice Chairman of the Commission.

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

Answerable to the Secretary General, the Deputy Secretary General shall:

1. Be the official channel of communication, in collaboration with the Secretary General, between the Commission and the Bureau or their individual members, and the General Secretariat and its Departments, on all matters within his/her competence in Southern Sudan.
2. Oversee the work of the staff of the Department of Finance and the Department of Administration based in Juba and ensure that they implement all SSRB decisions within their area of competence.
3. 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 approved by the Commission.
4. Formulate recommendations to the Secretary General in relation to the internal administrative structure, procedures, and systems of the SSRB.
5. Ensure, in consultation with the Department of Legal Services, that all decisions and actions of the Bureau and the Secretariat are lawful and that the General Secretariat implements the decisions of the Commission in a lawful and competent manner within Southern Sudan.
6. Ensure that all Laws and regulations, decisions, documents, correspondence, minutes, and files of the Bureau and the General Secretariat are safely recorded, numbered, published, and archived.
7. Ensure safety and maintenance of all assets and inventory of the Bureau.
8. Perform any other tasks as assigned by the Secretary General.

Qualifications:

- Master Degree in management, administration, electoral policy or any related field with minimum 8 years of relevant experience and progressively responsible professional experience or degree in management, administration, electoral policy or any related field with minimum 12 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.