

THE REPUBLIC OF SOUTH SUDAN

MINISTRY OF INTERIOR

DEPUTY MINISTER'S OFFICE

RSS/JUBA

JOB ADVERTISEMENT

The Ministry of Interior of the Republic of South Sudan is looking for qualified South Sudanese to fill the Post of three Secretariats answerable to the office of Hon. Deputy Minister of Interior. Responsibilities are as follows:

- a) Taking minutes of meetings
- b) Editing resolutions
- c) Setting agendas and all functions of Secretariat

Minimum Qualifications skills Requirement:

- a) Holder of Degree in Secretariat or Diploma from recognized University
- b) Two years' experience for the holder of the Degree and three years for Diploma holder
- c) The applicant must be fluent in English language both written and spoken
- d) Applicant must have Computer skills of seven packages at least
- e) Applicant must be a good listener in Arabic
- f) Applicant must have ability to work in groups and under pressure

All applications must be submitted to the office of the Deputy Minister of Interior, Republic of South Sudan between the working hours of 8:30 AM – 12 Noon everyday day starting Wednesday Jan 18th, 2012- Feb 1st, 2012.

Please attach with your application copies of your Academic eligibility documents as well as copies of your National IDs or Birth certificate non-returnable. Only short listed candidates' will be contacted. Good luck with your applications.

