SLAGE is a South Sudanese Non-Governmental Organization whose main objective is to uplift women and their cause in the society. We work to uplift women by empowering them economically and socially so as to create a level ground for them. With the above in view, we would like to recruit a hard working citizen of South Sudan to take up the position of Office Manager preferably living near Tong-Ping area to fill this vacancy.

1- Functions:
   - Documentation of all transactions of the organization.
   - Manage the affairs of the organization in absence of superiors.
   - Attend to all office visitors.
   - Any other directives given by the Board of Directors.

2- Education and abilities:
   - A diploma.
   - Fluent English and the ability to write the same.
   - Ability to express oneself in Juba Arabic.
   - Computer abilities, especially Microsoft word.
   - Good interpersonal skills.

3- Application process:
   - Full application letter with attached C.V may be delivered to our offices in Tong-ping market behind South Sudan Newspaper Ltd. And safari tours and travel Ltd. (our Office is marked Empire).
   - Deadline for handing in applications is 12-Oct-2011.

Mob: 0955062758

This position is only open to female candidates.