



**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.