



- e. Maintain and ensure necessary cost controls and inventory management.
  - f. Review the need for procurement of office equipment and furniture/furnishings for the offices.
  - g. Maintain high level contacts with a wide spectrum of MLF finance and administration, officials in the Government
4. **Terms of Reference:** The detailed Terms of Reference (ToR) containing roles and scope for the assignment as well as the evaluation criteria for this consultancy can be obtained upon written request to the e-mail address: [ss.rfsp2025@gmail.com](mailto:ss.rfsp2025@gmail.com) clearly indicating the subject matter as “**ToR for Administrative Assistant**”.
5. **Qualification and Experience:** The consultant must meet the minimum qualification and selection criteria indicated below:
- (a) Qualification**
- Hold a minimum Bachelors’s degree in any of the following disciplines: Commerce, Economics, Finance/Accounting, Business Administration, and/or related field from a recognized University.
  - Proficiency in appropriate office technology e.g. basic Computer Applications.
  - Fluent in English both written and spoken.
- (b) Experience**
- At least five (5) years of work experience as an Administrative Assistant with Government or any other reputable non-government organisation.
  - Demonstrated experience in a development project setting with multiple stakeholders.
  - Office administration skills - experience managing office assets, logistics, and supplies.
- (c) Other Requirement**
- Initiative and practical resourcefulness together with exceptional group dynamics and people skills.
  - Good communication skills, both oral and written
6. **Selection Criteria:** The Consultant(s) will be selected in accordance with the World Bank’s Procurement Regulations for IPF Borrowers, dated July 2016 and revised 7<sup>th</sup> Edition of September 2025 which can be found at the following website: [www.worldbank.org/procurement](http://www.worldbank.org/procurement). Individual Consultant Selection (ICS) method will be used, and the first step shall be shortlisting based on the above qualification and experience requirements. This will then be followed by oral interviews for the shortlisted candidates and will be assessed using scored criteria as: **(i)** Qualification – 20%, **(ii)** Specific experience – 50%, and **(iii)** Desirable skills – 30%.
7. **Duration of the Assignment:** The initial duration of the consultancy services is Twenty-four (24) months and shall be subject to renewal annually based on the performance and availability of funds.
8. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” Fifth Edition of September 2023 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.
9. Further information can be obtained at the address below during office hours [**weekdays Monday to Friday 0800hrs to 1700hrs local time excluding public holidays**].
10. The Ministry of Livestock and Fisheries (MLF) now invites eligible Consultants to indicate their interests in providing the Services. Interested Consultants should provide information, as stipulated in the TOR demonstrating their qualifications and relevant experience to perform the Services.
11. **Deadline for Submission:** written application (Expressions of Interest, EoI) accompanied with CV and required attachments, all merged into **One (1) pdf file** and titled “**Administrative Assistant**” to be



submitted to the undersigned (in person, or by mail, or by e-mail: [ss.rfsp2025@gmail.com](mailto:ss.rfsp2025@gmail.com)) so as to reach by Monday, 18<sup>th</sup> May 2026 at 5.00 p.m. (South Sudan Time). Late applications will be rejected.

**Attention:** **Project Manager,**  
**Project Coordination Unit (PCU)**  
**Ministry of Livestock and Fisheries,**  
**Ministry HQs, South of Gudele 2 Market, Juba**  
**Email address: [ss.rfsp2025@gmail.com](mailto:ss.rfsp2025@gmail.com)**

