



JOB OPPORTUNITY- CEDEJ-Khartoum

Job Vacancy: Assistant for secretariat and scientific dissemination

Location: CEDEJ-Khartoum premises. Street Acces Inc. Ouest Farouq Cemetery, Khartoum 2

Job Description:

CEDEJ Khartoum (Centre for social, legal and economic studies and documentation in Sudan - <https://cedejsudan.hypotheses.org>) is seeking for an administrative and scientific officer. This is a part-time fixed-term contract for seven months from May 15 to December 15 2021 in the first instance, with possibility of renewal.

The candidate will join the CEDEJ-Khartoum team and his/her main mission will be to support the general functioning of the research centre. He/she will:

- Open the centre and welcome the public
- Help with the organisation and the running of the Centre's activities: seminars, conferences, meetings.
- Manage the Centre's library: update the inventory, label the books, and enhance the collection.
- Ensure the communication tasks: feeding the CEDEJ-Khartoum's blog and social networks (WhatsApp, Facebook), distributing the Newsletter and managing the mailing list.
- Assist the researchers during their fieldwork.

Applicant profile

Candidates must be punctual and organised. They must be fluent in the speaking and writing of English, French and Arabic. Knowledge of basic software is mandatory (Word, PowerPoint, Excel). Practise in the use of blogs and websites will be appreciated as well as an interest in the social sciences.

The application deadline is May 15 2021.

Please send covering letter and full CV to this email: luisa.arango@cedejkhartoum.com

Please, share this information with your colleagues and friends.



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