



**CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM
(RFSP)**

CRS JOB ADVERTISEMENT

Job Title: Support Unit Manager
Department: Operations
Band: N/A
Reports To: Deputy Chief of Party for Operations
Country/Location: Bor, Jonglei State

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or colour.

Catholic Relief Service (CRS) South Sudan program is implementing the **Resilience and Food Security Program (RFSP)** Bor, Uror (Yuai), Pibor, Duk and Twic East in Jonglei State.

Job Summary:

Manage and coordinate all operational support functions of CRS in Greater Jonglei including teams in Procurement, Administration, Inventory, Stores, Fleet, Facilities, ICT and cash imprest, in support of the implementation of CRS's programs in Bor, Twic East, Duk, Uror and Pibor.

Job Responsibilities:

- Work with the DCOP Operations to plan and implement all aspects of operations support for CRS Jonglei;
- Coordinate and monitor the day-to-day Support Unit team in Bor to ensure that support services are delivered with high-quality in an efficient manner to all CRS programs in Jonglei state.
- Ensure that field based program teams are supported from Bor to carry out their program activities with the necessary material resources, technical support and tools.
- Supervise directly the Bor based Support Unit Team and provide technical supervision to the operations staff based in Twic East, Duk, Uror and Pibor;
- Coordinate with the Area Manager to develop monthly operational support plans for all the CRS field bases in Twic East, Duk, Pibor and Uror. Develop a visit plan for all functional units (Admin, Inventory, Fleet, Stores Facilities, Procurement, ICT,) to field bases to provide training, support and cover staff leave;
- Effectively manage the Support Unit Team. Provide coaching and complete performance management for direct reports. Ensure that performance is adequately documented. Ensure that leaders of functional units monitor and assess the performance of their staff and provide regular feedback and documents performance per CRS standards;
- Strengthen the control, management, utilization and reporting of CRS assets and resources;
- Conduct planning exercises with all program teams in CRS Jonglei to develop a unified workable operations support plan for all program support on a monthly and quarterly basis. Ensure that the Support Unit functional units (imprest.) develop work plans based on the unified program plan;

- Oversee the operations of the cash imprest and work with the finance team to plan and ensure regular cash replenishment from Juba;
- Ensure compliance with agency and donor requirements and local laws and regulations through periodic systems checks, review and assessment of operations policies and procedures.

Scope:

The Support Unit Manager will directly supervise five section heads and indirectly supervises about 50 Operation staff in the five sections.

Typical Background, Experience & Requirements:

Education and Experience

- Master's degree in business management, MBA or related field.
- Minimum of 8 years' work experience in operations, administration, logistics, finance, and human resources with progressive responsibilities.
- Staff management experience and abilities that are conducive to a learning environment a plus.
- Proficient in MS Office package (Excel, Word, PowerPoint, Visio), Web Conferencing Applications, and information and budget management systems.

Personal Skills

- Excellent supervisory and team building skills;
- Excellent communication and reporting skills;
- Good planning and problem-solving skills and the ability to make sound judgment and decisions;
- Multi-tasking and scheduling skills
- Good coordination skill and the ability to work collaboratively

Travel Required

- Regular field travel to Twic East; Duk, Uror and Pibor is required

Key Working Relationships:

Supervisory: RFSP DCoP(ops) and CoP,

Internal: CoP, DCoP(prog), Commodity Operations PM, Area Manager, Finance Manager State program leads, FACs, Supply Chain Manager, CRS Juba

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application submission:

Interested candidates should submit a **Non-refundable** application letters and CVs, to the undersigned not later than **September 8th, 2017**. Only short-listed candidates will be contacted.

Human Resources Manager

Catholic Relief Services

South Sudan program, Bor (drop at any CRS Office)

OR

By E-mail

Deng.John@crs.org (Human Resource Manager)

Catholic Relief Services- Jonglei State

Bor Office

Or

Peter.Awan@crs.org (Deputy Human Resource Manager)

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