



**Malteser
International**
Order of Malta Worldwide Relief



Terms of Reference

Job Title: Office Manager
Position Type: National Position
Location: Juba, South Sudan
Department: Country Programme, South Sudan
Date: 29th September 2016

Description of the unit / department:	This position will be located in Juba, the base for Malteser International country office at South Sudan.
Background to the Role:	An efficient and accountable administration, logistics and security management system is critical to delivering our work. The Office Manager will strengthen the existing system and ensure a high level of compliance in our operations.
Reporting to:	Country Administrator
Working With:	Finance Assistant at Juba and Logisticians at project locations
Managing: (Individuals/Team)	Logistician, Support staff
Contract Type:	Fixed term
Contract Duration:	1 year
Location:	Juba
Scope of work:	This post holder would be expected to provide good operational management. He/she would be expected to ensure that Malteser International's administration and logistics policies and processes are followed, and that our programs are compliant with donor demands. Security Management is one central part of this position. He/ she will work in a dynamic team that expects to grow its programming in South Sudan.
Duties and Responsibilities	<p>Procurement and Logistics</p> <ul style="list-style-type: none"> Facilitate and or monitor the overall procurement activities of the Country and Project Offices in close coordination with the Logistics Officer and the Country Administrator which include procurement, assets control, supply, and service/maintenance. Responsible for procurement planning, procurement requests and the following procurement process.. Responsible to ensure donor compliance and organization's policies and procedures in relation to procurement and logistics. Work closely with the project-based Logisticians and provide necessary support in the area of logistics and procurements. If required, travel to the project offices to provide functional support to that effect and also to undertake monitoring missions in terms of procurements and logistics. <p>Assets</p> <ul style="list-style-type: none"> Ensure up-to-date inventories, tracking and recording of inventory and fixed assets and the accurate documentation of these items.



Monitor maintenance and repair of office facilities, including preventive maintenance, and establish agreements with competent service providers.

- Facilitate asset disposal and asset handover process as and when required.

Vehicle and Travel

- Responsible for managing day to day vehicle movement plan to facilitate smooth operation of the country office and the projects based at Juba.
- Organize transport for goods and personnel inside and outside the project (in cooperation with the Project Manager/s).
- Manage and ensure proper maintenance of vehicles as per the organizational guideline.
- Ensure all legal requirements of the vehicles.
- Responsible for arranging domestic and international air travel and accommodation for the staff members in line with organizational policy and procedure.
- Responsible for arranging visas, alien registration, work permits and residency permits for staff members as appropriate.
- Responsible for ensuring on time registration of the Country office and all other legal compliance as appropriate.

Security

- As a member of the Security Management Team, support the team in effective functioning by collecting and disseminating all security related information.
- Responsible for maintaining oversight of operational safety and security issues and implementing Malteser International safety protocols and procedures.
- Whenever required, attend regular security briefing organized by NGO Forum and or other credible organizations.
- Support the process of updating security regulations, and location-based security plans as and when required.
- Support Country Administrator in ensuring that the hibernation pack, First Aid Kit and the evacuation procedures with private companies are always up to date.

Others

- Review and verify bills received for facilities (office, permanent staff residences).
- Support the country team in arranging local, national and international events such as workshops, trainings, etc.
- Check PRF for approval to the Country Administrator, cross checking with the available budget with support from Country Administrator and ensuring that all documents are filled out according to the regulations.
- Support Country Administrator in audit processes as and when required.
- Provide technical guidance and assistance to staff under his/her



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supervision.

Qualifications:

- University degree in Logistics, Procurement, Administration or any other related field.
- Minimum 5 years of relevant working experience in a busy environment within an INGO environment.
- Driving license.
- Fully computer literate (Microsoft Office) and good knowledge of other ICT equipment.

Personal Qualities

- Excellent interpersonal and teamwork skills, working with different groups, partners and nationalities
- Strong initiative and self-motivation, with a strong commitment to teamwork and humanitarian principle
- Flexible, enthusiastic and willing to learn from others
- Ability to multitask and cope with competing demands under tight deadlines
- Ability to cope with high workload and stress and identify priority activities and assignments, and adjust priorities as required
- Ability to establish and maintain good working relationships in a multi-ethnic, multi-cultural and multi-disciplinary environment
- Politeness and helpfulness in dealing with visitors

Please note that only shortlisted candidates will be contacted.

If you are interested in this position, kindly submit your application (CV, letter of motivation, copies of diplomas and three professional references) until Monday **October 17th, 2016**.

Applications submitted by hand delivery will **NOT** be accepted.

Send your Applications to the below Mail:

John.njenga@malteser-international.org

