



VACANCY ANNOUNCEMENT

Job Title	Field Operations Manager
Job Location	Melut & Ulang (02 Positions)
Reporting to	Area Coordinator
Start Date:	July 2017
Posting Date:	12 June 2017
Closing Date:	26 th June 2017

OVERALL DESCRIPTION

General Description of the Program

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Until January 2017 GOAL was supporting 51 PHC/U (8 AAA, 24 Twic, 9 Maiwut, 8 Ulang and 2 Melut) in 5 locations. However GOAL recently massively scaled down from 5 locations to 3 locations (Ulang, Melut in UNS and AAA in Warrap state). GOAL will in 2017 directly support 11 PHC/U (8 PHC/U in Ulang, 2 PHCC, 1 mobile clinic in Melut) and provide guidance with Health system strengthening in Abyei: 2 PHCC (Rumamier, Mijak) Directorate of Health.

General Description of the Role

The Operations Manager is responsible for enabling excellence in all operations functions in South Sudan including Procurement, Logistics, Assets, Fleet, and Warehousing, Administrations & Compound Management. The Operations Manager will support the office and program start-up as a key member of South Sudan management team. S/he ensures effective systems that support strategy for healthy, robust and integrated functions of local team members.

The Operation Manager will provide technical supervision and support to GOAL field operations in order to maximize the efficiency, effectiveness and accountability in implementing of the projects.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal job description and be able to vary working hours accordingly.

KEY AREAS OF ACCOUNTABILITY:

Contribute as a member of the GOAL South Sudan, management team

- Develop the capacity of subordinates staff
- Assist the Logistics Co with continued development of a career path for operations staff in the country program by designing/using training regimens for operations staff
- Identify and build capacity of staff performers with potential to develop the ability to adopt higher responsibilities and temporary duty assignments, expatriate-level roles, and/or emergency deployments
- Work closely with program management to facilitate operations aspects of programme planning, and upcoming operations resources needs, especially the procurement planning
- Advocate for operations systems: work with all GOAL staff to ensure smooth introduction and adoption of operational systems
- Work Closely with Area Coordinator on review of staff accommodations and ensure staff health & safety (Accommodations, Water facilities, Electricity, Internet & Security) are up and running in the location of assignment. Take necessary steps for good office & compound management in the locations
- Work closely with programme and finance teams to deliver successful programs while demonstrating excellent stewardship of donor funds and compliance with GOAL and donor regulations





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- Assist the program team and departments to understand their roles and responsibilities in terms of interaction with operations departments. These include trainings, regular coordination meetings, problem solving, procurement planning and other such planning activities to ensure effective and timely programme implementation
- Manage all operation functions and staff; responsible for the full and proper implementation of GOAL systems of management, compliance and control as per the GOAL guide lines
- Oversees GOAL interaction and participation in the joint cluster coordination when operative and monitor and communicate the information produced and presented by the various cluster groups, and assigns appropriate staff to represent GOAL.

Operations Management - Logistics

- Support programmes in developing the Procurement Plans for all grants
- Ensure timely and accurate processing and documentation of procurements i.e. the process by ensuring accurate paperwork and supply chain as described in the Procurement Section on Logistics Manual
- Ensure procurement records systems are well managed and maintained
- Oversee use of the Electronic PR tracking, Contract Management and Stock monitoring systems
- Ensure the warehouse procedures are followed as described in the Warehouse Policy and Procedures Guidelines;
- Supervise the fleet management team and ensure that systems are in place to track maintenance schedules, fuel usage and vehicle scheduling as described in the Fleet section on Logistics manual
- Oversee NFI, commodity storage and movements as needed
- Oversee the stock management of pharmaceutical drugs and ensure that minimum standards are enforced in the management; inventory and transportation.
- Maintain service contracts in the field sites
- Liaise with finance to ensure compliance and payment schedules
- Oversee tracking of all assets to ensure accurate record keeping of GOAL and donor assets, including exceptional items that require registration and movement tracking, in accordance with the GOAL Asset section
- Coordinate logistics (non-programme) aspects of material aid projects and related activities
- Maintain inventory records of materials and materials flow in all warehouses
- Oversee vehicle road licensing at field level and ensure insurance is up to date.
- Ensure disposal of assets is reviewed annually and donor requirements followed and share the same information to the Logs Co /ACD-S
- Maintain current knowledge of donors and ensure compliance with local government regulations
- Work closely with Field Programme Managers, Procurement Manager, HR Manager and Warehouse Manager for operational related issues at field level

Training & Outreach:

- Proactively develop the skills of GOAL staff to understand and utilize appropriate tools and services to design and implement quality programming.
- Work with field staff to identify operational needs and ensure that issues are raised with AC, Logs Co, ACD-S, department leads and other staff as needed to ensure they are included in new budget development.



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- Design and implement capacity-building program to strengthen the capacity of GOAL South Sudan and field-based logistics staff.
- Assist Operations team in working with program staff towards establishing procurement plans.
- Travel, depending on security situation, to provide technical support to field offices and sub-offices.
- Conduct operational trainings regularly/depending on the program needs.

Staff Management:

- Practice excellent human resource management, supporting the development, promotion and retention of a motivated team of qualified and experienced staff.
- Identify staffing and/or skill gaps and see that these gaps/needs are filled
- Support the recruitment of all operational staff and provide day to day supervision of department.
- Provide feedback through regular performance evaluations and ensure staff is held accountable in accordance with the GOAL South Sudan HR policies

Accountability

- Implement anti-corruption/fraud measures
- Analyse and evaluate information regarding vendor's identity and performance with regards to quality, prices and delivery and ensure that it conforms to GOAL requirements.
- Prepare weekly report for the field SMT, providing work plan of the Operational department and status updates cases that draw great interest
- Report of missions and submit it to AC
- Oversee the observance of the GOAL Code of Conduct within the procurement and logistics department, ensure that logistics staff fully understand what corruption is and are trained at least once a year on the detail of the Code of Conduct and anti-corruption measures
- Ensure that all suppliers and logistics staff are aware of the procedures to whistle-blow for corruption and other breaches of the Code of Conduct.
- Ensure that all suspicions and allegations of corruption are reported to the AC/ACD-S / Logs Co immediately.

SKILLS AND BEHAVIOURS

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and performs duties in a manner for other to look up to as a role model
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for GOAL, engages and motivates others



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- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, programme clients and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to
- Being assertive when it is required
- Understands the need for speed in emergencies; values the need for speed without compromising the quality of work

Creativity:

- Develops and encourages new and innovative solutions
- Willing to make decisions that will benefit the organisation

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

Requirements (desired):

- Degree or professional certification in Supply Chain Management, Business Management or related field.
- At least 5 years progressive management and leadership experience.
- Experience working with at least two of the following donors: OFDA, DFID, ECHO, and EU, and knowledge of specific donor guidelines.
- Strong leadership qualities and willingness to exercise initiative.
- Ability to identify and communicate potential problems and propose solutions to the level of management and then effect change.
- Must be able to function effectively in complex work environment, set appropriate priorities and deal effectively with numerous simultaneous requirements.
- Fluency in English, both written and spoken. Arabic is an advantage.
- Willingness to travel to remote field sites to provide technical support
- A high level of computer literacy (Word, Excel, PPT etc.)

Applications should be addressed to the Human Resource Department, Goal South Sudan office Munuki, Juba or alternatively email your applications to goaljobs@ss.goal.ie before 26th June 2017. Please note that only shortlisted candidates will be contacted. Do not submit original documents at this stage of recruitment. This is a national position therefore ONLY South Sudanese are encouraged to apply.

Note: Indicate clearly the job location you wish to apply for in your cover letter.

