



Vacancy announcement

Operations Officer for DCA's South Sudan Office

DanChurchAid (DCA) is looking for an experienced **Operations Officer**. The position is a (12) month position with the possibility of extension based on performance and donor funding. The position will be based in the Juba at the Emergency Assistant offices with very frequent field visits whenever required.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism and staff welfare as a priority; creating an efficient, open and inspiring work environment for all.

The Operations Officer under the full supervision of the Program Manager and in close collaboration with the project Manager, Field Coordinators, Finance officer and PROLOG department, s/he will ensure that the overall program operations relating to executing field coordination, PROLOG, HR/Administration functions are effectively managed to achieve the unit objectives.

The responsibilities of the Operations Officer Include:

- Liaising with the field Logistic officers and Juba PROLOG team to ensure accurate, verifiable and up to date project assets registry and inventory are maintained to enhance quality donor project reporting and management decision making.
- Maintaining copy of waybills for all project assets, resources, and consumable dispatched to the field offices. And ensure all outbound logistics are received by the user offices/ field offices.
- Facilitating with PROLOG both local and regional flight booking, ensuring flight booking request is duly approved and with valid travel documents.
- Facilitate with PROLOG regional and local staff hotel accommodation booking and arranging facilities for conferences and meetings.
- Enhancing and Maintaining cordial relationship with all project partners including the government and local authorities in the project areas.
- Focal point person for all operational queries by the field offices
- Coordinating with the PROLOG team, ensuring project procurement requests for both Juba and field offices are procured with correct specifications.
- Ensuring all approved procurement requests for Juba and field offices are copied, filed and recorded in the project procurement trackers.

- Plan, coordinate and conduct quarterly physical project assets verification exercises.
- Ensuring project office supplies and consumables are adequately provided
- Coordination field offices recruitment processes including advertising, interviews, reference checks, offer letters, job descriptions, and contracts for Juba level recruitment
- Maintaining an updated Personnel files in Juba
- Maintaining Employee Payroll on a monthly basis, receive it in time from the field offices, check supporting documentation for any changes and/or updates and issue payslips back to the field so salaries can be paid in a timely manner
- Maintaining records of service agreement and renewal dates.
- Managing staff separation processes including exit interviews, separation letters, clearance, ensuring policies and procedures as well as local labor laws have been followed
- Maintaining records of personnel, such as hires, promotions, rotations, and terminations and ensure all staff/personal files are complete with all required documentations
- Assisting staff in completing forms (education, leave, and exit clearance) and other documents while ensuring accuracy and consistency of information.
- Conducting files audit in line with files checklist for personnel file and as per donors and audit requirements.
- Maintaining the Human Resources Information System especially for staff contracts, payroll, leave record, and periodically updating the record, and whenever requested by the supervisor/line manager generate schedules or reports.
- Acting as a focal person for HR queries reception, and swiftly responding to the queries in consultation with HR focal point persons especially issues related staffs' salaries, annual leave, advertisement, recruitment, salaries and other benefits.
- Maintaining and archiving all project correspondences files, contracts, MoUs and Memos securely

We are looking for a colleague with the following qualifications:

- Holder of degree in procurement, business studies, logistics or relevant course
- At least 4 years' experience in Administration, Human Resources and Logistics with an international organisation.
- Fluency in English and Arabic
- Portable Computer literacy and experience especially MS Office applications (Word, Excel, Power Point, Outlook, etc.);
- Candidate ready to embrace the four DanChurchAid values of compassion, proactive, responsible, and respectful.

DCA is an equal employer, so, we encourage female candidates to apply and a South Sudanese will be preferred for the position.



Interested candidates should submit a cover letter and CV to **ssk.recruitment@dca.dk**. Mark ***"Operations Officer /candidate's surname"***. **The deadline for applications is July 12, 2019.** If this is not at all possible an application can be submitted by hand at the DanChurchAid Office Compound in Tongping North of the Midan Rambo. You also can access the advertisement on South Sudan NGO Forum at <http://comms.southsudanngoforum.org/c/jobs>. Please note that no material or documents handed over to DCA will be returned to the applicant upon termination of the recruitment process.