



**South Sudan Program**

**JOB OPPORTUNITY**

**Position:** Administrative Officer-(1)

**Department:** Operations

**Reports To:** Sub Office Coordinator

**Location:** Mingkaman, Awerial County, Lakes State



**Job Summary:**

You will coordinate the provision of responsive, effective, and efficient administrative services in support of the Catholic Relief Services' (CRS) mission to serve the poor and vulnerable. You will help ensure stewardship of resources and a high-quality service approach are integrated into administrative systems, policies, and procedures.

He/ She is responsible to the administration of the office, guest house Management and assist the HR functions at Awerial.

**Job Responsibilities:**

- Coordinate and report on activities and required resources to ensure cost efficient and quality service delivery from administrative support functions.
- Help ensure administrative systems, processes, and policies are in line with agency standards and donor and local law regulations.
- Engage with relevant external stakeholders (government officials, landlords, service providers, etc.) on assigned administrative matters and help ensure required authorizations and documents are up-to-date.
- Coordinate the efficient use of CP assets and rented facilities. Help ensure fully compliant procurement of office materials and asset management systems.
- Help identify safety issues and ensuring a safe and sound work environment.
- Coordinate the provision of travel and logistics support and services to staff and visitors. Coordinate event planning activities, including delegation visits, trainings and workshops.



## **Office/guesthouses management**

- Ensure that CRS Aerial office and guesthouses are kept in pleasant living conditions
- Ensure all repairs works as necessary/requested
- Use the services of contractors as required, in coordination with the Logistics officer
- Monitor the rent agreement of all office and guesthouses, and insure their renewal as needed/required
- Initiate/process the payment of all rents, according to rent agreement
- Supervise cooks and cleaners in Office and Guest Houses. Manage their work plans, rotation between guest houses and offices, see that they are able to perform their duties well and upgrade their skills for cooking on a regular basis.
- Ensure that CRS office and guesthouses are provided with food, water, electricity, working telephone and internet connection system

## **HR**

- Provide the HR function of Aerial
- Collect the necessary documents to issue staffs ID cards and Medical ID Cards, in coordination with the HR Manager, including regular updates as required
- Maintain and submit time sheets to HR Manager and Finance dept. in a timely manner.
- Keep copies of consultants and temporary services' contracts in a file and follow their payments in coordination with the concerned departments. Update tracking lists for consultancies on monthly basis.
- Go visit staff when they are sick in the hospital to see if they need additional support.
- Perform other tasks specified by the HR Manager.

## **Background, Experience & Requirements**

### **Education and Experience**

- High School diploma required. Bachelor's degree preferred.
- Minimum of 4 years of work experience in project support. Experience in the field of nutrition and for an NGO would be a plus.
- Additional education may substitute for some experience.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

### **Personal Skills**

- Good planning, organizational and time management skills
- Strong customer service orientation with very good communication and interpersonal skills
- Ethical conduct and ability to maintain confidentiality
- Proactive, resourceful, solutions-oriented and results-oriented





### **Required/Desired Foreign Language**

- Fluency of the local language of the duty station as well as proficiency in English (excellent in writing, listening and speaking English).

**Travel Required:** This is field based position with frequent travel within the county.

### **Key Working Relationships**

**Supervisory:** NA

**Internal:** Sub-Office Coordinator

**External:** Local Authority; Community Leaders etc.

### **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.*

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

### **Competencies Relevant for the Specific Position:**

#### **Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies**

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

**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 letter and CV together with the names of three professional referees not later than **7<sup>th</sup> March 2018**. **Only short-listed candidates will be contacted.**

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or by E-mail: [southsudanvacancies@crs.org](mailto:southsudanvacancies@crs.org)





South Sudan Program



**JOB OPPORTUNITY**

**Position: Logistics Officer -(1)**

**Department: Operations**

**Reports To: Sub Office Coordinator**

**Location: Mingkaman, Awerial County, Lakes State**

**Job Summary:**

The position of Logistics Officer requires maturity, accurate decision making. It is a key position and coordinates the logistics activities on site and liaises with the Head of Office -Awerial, Finance/Administration Officer, Procurement officer, SCM and Fleet Juba, and Program managers.

The Logistics Officer supervises the logistics team on site and is responsible for the overall good functioning of logistics, fleet and Facility activities. He/ She carries out the specific duties rising on daily bases or specifically given by the Head of Office and Country Supply Chain Management.

**Job Responsibilities:**

- Coordinates with the supply chain team and relevant programming staff regarding logistics services necessary for meeting pipeline requirements; and helps identify and provides recommendations to address challenges in supply chain management.
- Supports the implementation of delivery operations from arrival of goods in Awerial (or local purchase point) to the warehouses and onward to the final distribution centers, in accordance with CRS and donor regulations and international and local supply chain laws, standards, and requirements.
- Collaborates and communicates with the procurement team to ensure that they receive timely purchase requisitions with comprehensive specifications, delivery schedules, and other terms and conditions, including for labeling, branding, and marking.
- Provides regular coaching and support to CRS staff and day laborers to ensure that they have the capacity to accurately, consistently, and transparently implement commodity logistics processes and to abide by security, safety, and health requirements.



**A. Transportation:**

- Supervise all CRS and Rental vehicle drivers
- Assure all CRS and rental vehicles are equipped to CRS minimum standard
- Sending staff movement updates on daily basis.
- CRS vehicle management, driver supervisors, maintenance and fuel.
- Cargo transportation from Aerial

**B. Fleet Management:**

- Provide and coordinate transport arrangement for CRS consignments and staff.
- Ensure proper registration, maintenance and use of fleet equipment including motorcycles and vehicles.
- Fuel management and follow up.
- Enter vehicle log sheets in the VMS monthly and send the report to finance.

**C. Monitor and supervise the Warehouse Assistant on:**

**Asset:**

- Focal point for CRS Aerial Assets
- Conducting Asset Inventory on monthly basis
- Asset registration for new asset purchase with close work with finance department
- Tracking and follow up with ICT Officer for the asset in repairs.

**Warehouse**

- To supervise Aerial warehouse activity and to make sure CRS procedure is implemented.
- Conducting Physical inventory for Aerial warehouse with store keeper.
- Conducting surprised check spot for Aerial warehouse
- Good arrangement with warehouse assistant, to transport goods from Aerial to other CRS sites or Juba with good timely manner.
- Should be updates with cargo status and shipments.
- Review and check transportation reports.

**D. Equipment, furniture maintenance**

- Ensure that all equipment and furniture at offices and guesthouses are maintained and kept at good condition
- Ensure required preventive maintenance of all office equipment to avoid/reduce breakdown, and interruption in operation
- Ensure all repairs on timely basis as needed/requested
- Use the services of contractors as required, in coordination with Logistics Officer
- Ensure that the generators at all offices and guesthouses and any other locations are maintained in permanent functioning conditions

- Ensure that all supplies required/needed for the regular maintenance of the generators are available and ready to be used at all locations
- Ensure that enough provision of fuel for operating the generators at all locations for at least one (1) month to avoid break in the fuelling system
- Ensure fuel use for generators are accurately recorded and timely reported, as required/needed
- Ensure office and guesthouses environments are kept clean to avoid any hygiene related sicknesses

#### **E. Reporting – site level:**

- To make sure Awerial office monthly reports is submitted in timely manner, reports includes:
  - Updated Asset List.
  - Vehicle Monthly Report.
  - Updated Stock Records
  - GIK distribution records (also in the monthly scanning
  - Provide a summary of cargo dispatched to other sites from Awerial

### **Background, Experience & Requirements**

#### **Education and Experience**

- High School diploma required. Bachelor's degree preferred.
- Minimum of 4 years of work experience in project support. Experience in the field of nutrition and for an NGO would be a plus.
- Additional education may substitute for some experience.
- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

#### **Personal Skills**

- Good planning, organizational and time management skills
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- Fluency of the local language of the duty station as well as proficiency in English (excellent in writing, listening and speaking English).

**Travel Required:** This is field based position with frequent travel within the county.

*[Faint, illegible text or signature]*

### **Key Working Relationships**

**Supervisory:** Warehouse Assistant and Mechanic

**Internal:** Sub Office Coordinator-Aerial

**External:** Local Authority etc.

### **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.*

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### **Competencies Relevant for the Specific Position:**

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