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Approved

MINISTRY OF LABOUR, PUBLIC SERVICE HUMAN RESOURCE DEVELOPMENT

13 MAY 2019

13/5/2019

CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

CARE South Sudan is looking for a suitable candidate to fill in the position of Senior Administration Officer.

Position:	Senior Administration And Logistics Officer
Department:	Administration
Location:	Juba,
Reports to:	Deputy Country Director Operations

Purpose of the position:

The Senior Administration and Logistics Officer is responsible and accountable for providing administrative support to CARE South Sudan activities, ensuring administrative and logistics support to all CARE offices in South Sudan; ensuring that there is accurate asset/inventory management, quality facility maintenance of CARE rented properties and, up-to-date travel and flight management; making sure that commodities and supplies received are of the right quality and quantity, transported to the right location using cost effective means, and accounted for accordingly. She/he is responsible for liaising with the logistics cluster and representing CARE on all logistics issues

Responsibilities:

Administration and Logistics Department Strategic Management (Contributing Towards Care South Sudan Strategic & Tactical Objectives)

Guiding the Administration and logistics units in planning for the department by ensuring that the following are managed well:

- Facility management
- Asset and property management
- Travel & Flight management
- Logistics management
- Hotel reservations
- People management

To support the development/reviewing and implementation of policies and strategies that will ensure smooth running of the CARE South Sudan Administration and Logistics Department

CARE SOUTH SUDAN

13 MAY 2019

NPA Building 3rd floor, Martyrs street
Juba - South Sudan
Tel: +211 (0) 959 101 522, P.O. Box 303

- Being fully aware of CARE policies and procedures and ensuring they are applied in the local context, according to best practice and laws of South Sudan
- Developing/reviewing procedures and processes that will ensure effective management of physical resources and a good standard of customer service provided by the admin team

Store Management: Making sure goods received are accounted for and are of high quality and quantity requested for. Ensuring storage facilities are of 'fit for purpose'; commodities and supplies received are moved using the most cost effective and secured means of transportation; cargo is transported to the right place and in a timely manner. Including but not limited to:

Sub Tasks

- Liaising with field staff on cargo movement needs and working with Juba team to ensure field staff are up-dated on cargo movement
- Ensuring storage facilities secured are of the right capacity and standard with the right furnishing
- Seeing to it that storage items are accounted for and documented accordingly; logistics staff use up-to-date forms for receiving and despatching good and that General Receipt Notes (GRN) are done on time and filed accordingly
- Maintaining logistics records and ensure sharing of accurate and regular information with Program teams
- Identify logistics challenges in warehouse/store and address them appropriately
- From time-to-time undertaking spot checking of storage facilities for compliance purposes

To ensure the physical working and living environment provided to CARE staff and visitors is safe, secured & hygienic, and conducive to effective working and living: Including but not limited to

- Coordinating with both procurement and security colleagues for the identification of 'fit for purpose' properties (offices and residences) that will meet CARE's safety and security standards; ensuring that appropriate rental agreements are drawn up
- Carrying out regular admin audits and liaising with CARE Staff to identify necessary improvements; presenting plans to supervisor and implementing changes once the expenditure is authorised; ensuring that routine maintenance, security and cleaning services are managed effectively at all locations and where not, raise with service provider and resolve
- Support the development/review of policies, procedures and processes that will ensure a conducive working and living environment, including developing and implementing guidelines for staff and guest living in residents clearly stating their roles in ensuring cleanliness, and in partnership with safety and security, ensure are provided accordingly
- Liaising with the security focal point person for all CARE rented properties to ensure security is in place and that facilities are effectively guarded at all times; making spot checks; giving feedback as appropriate.
- Ensuring payments to Landlords and other Administrative invoices are processed in a timely manner and submitted to finance for payment
- Organising routine maintenance and repairs on the building and office equipment; referring expenditure to the ACD-PS according to CARE procedures; as requested by the ACD-PS, ensuring that routine health and safety drills and procedures are carried out

In liaison with the procurement and program departments participate in the purchase, allocation/ disposal of Care South Sudan assets in a timely and planned manner so as to ensure all assets functional/obsolete are disbursed, managed and disposed of according to CARE USA, National guidelines and donors' regulations. Including but not limited to:

Sub Tasks:

- Working with Admin officer review information of all assets received from logistics ensuring such information is accurately inputted in PeopleSoft; ensuring all asset received are tagged and recorded in the asset registry
- Ensuring the annual physical count of organization's assets exercise is done timely and correctly; working with Finance Department reconcile in PeopleSoft; and making sure documentation is in place for each and every asset and kept safely as per CARE Documentation policy

- Ensuring that the assets staff are using are safe and fully functional; managing routine replacements and asset disposal as necessary; in the case of theft or damage, report to appropriate individuals and complete incident report form
- Ensuring the preparation for asset movement is well documented using appropriate forms and signed off on by respective individuals as per policy

Preparing and advising supervisor about the quantity of the available assets to be disposed off and their working conditions status, in consultation with the relevant department, so as to plan for the disposal process.

Ensure that the resourcing needs of Care South Sudan are efficiently managed / delivered in the most cost effective manner possible.

- Ensuring there is adequate follow up with the relevant authorities in regards to all aspects of tax exemptions
- Ensuring payment related issues are managed following agreement with goods and services provider
- Ensuring that the following are managed well:
- Travel and Flight management
    - Ensuring travel and flights activities are managed well ensuring the necessary travel request are submitted on time and made available for an effective and efficient travel and flight management
    - Ensuring necessary clearance for flights are requested from the various institutions; documentation for travel including Visa is processed and submitted to respective agencies for processing in a timely manner and followed up
    - Maintain a cordial and working relationship with UNHAS and WFP and other agencies ensuring CARE is updated on flight and travel related issues

To lead the Administration and Logistics Department staff, in a manner that empowers them to deliver excellent customer service and high standards: Including but not limited to

- Ensuring that each member of the team fully understands the outcomes that are expected of them and that they are aware of the relevant operating policies and procedures
- Ensuring that work is planned and organised in a way which will meet the needs of customers/ clients/ staff/ organisation/ partners in the most cost effective manner possible
- Setting performance objectives with staff, monitoring and reviewing their performance and, in particular, holding staff accountable for meeting the success criteria and delivering any improvement goals which have been identified; taking decisive action in the case of poor performance
- Ensuring that staff are adequately trained and developed for their roles e.g. by analysing staff training needs, organising the delivery of training or coaching, coordinating the sharing of experience
- Ensuring department PARs are done on time and submitted accordingly
- Develop surge capacity for CO Admin and Logs team to respond effectively to emergencies

Management and maintenance of the Country office national fleet

- Ensure that vehicles meet the necessary safety requirement for transportation and that CARE drivers are trained and disciplined in driving
- That all vehicles are properly insured and all government stickers are in place at all times
- Ensure proper vehicle booking and proper travel monitoring
- That vehicle maintenance schedule is in place and monitored to ensure vehicles are serviced regularly within the established deadlines
- Ensure fuel usage and mileage are actively monitored and properly reported to the DCD Operations Director
- Analyze expenses vs operations and propose cost solutions

Conduct due diligence on all external prequalified garages to ensure CARE vehicles will be safe while undergoing repairs or services.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

Minimum Qualification required Bachelor Degree in Business Administration or related subject area. Financial skills required.

- **Experience**: Minimum of 3 years' experience in Administrative role
- **Technical Skills & Abilities**:
- Strong administrative skills to enable holder to manage and grow an experiences and ambitious team.
- 3 years' administrative experience in an operation function within either in INGO, Private or Public Sector
- Ability to lead a team, develop relevant and practical solutions in changing environments.
- Can work independently with minimal close-support from the supervisor.
- Good communication skills both oral and written.
- Strong people management skills
- Computer skills in Microsoft Office,
- Language skills: English and South Sudanese Arabic
- Influencing and negotiating skills

Key Relationship:

- Members of the Finance Team
- Project Management Team
- Internal Department Support (Finance, HR, Admin, IT and Procurement)

External Relationships with CARE Regional offices and Government

How to Apply:

The position will be based in Juba. **This position is ONLY open to South Sudanese Nationals.**
Closing date for receiving application will be 31st May 2019

Applications and CVs should be send by **Email** to: **jobs.southsudan@care.org: And Hand delivery to:**

CARE South Sudan
NPA Building, 3rd Floor, Martyrs Street
Juba South Sudan

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and Female candidates are strongly encouraged to apply.