



**NCA SOUTH SUDAN PROGRAM**

**VACANCY ANNOUNCEMENT**

**Position** : **Administration and Logistics Assistant**  
**Reporting to** : **Finance & Administration Officer (day to day)**  
**Geographical area of responsibility** : **Gogrial State**  
**Duty Station** : **Alek/Kwajok South Sudan**

**Organization Profile**

Norwegian Church Aid (NCA) is an ecumenical, diaconal, humanitarian and non-profit Non-Governmental Organization (NGO) mandated by churches and Christian organizations in Norway to work for global justice, by empowering the poor and challenging the wealthy and powerful. Together with our constituency and our partners, NCA commits to the vision: Together for a Just World. NCA provides assistance to the people of South Sudan and has been present in the country continuously since 1972.

The Administration and Logistics Assistant will be responsible for all administrative issues related to the efficient running of the NCA Kwajok and Alek Field Office, including logistics and supervision of Storekeeper, guards and cleaners. And the overall management of the Field Manager based in Kwajok. The administration and Logistics Assistant will day today to the Finance and Administration Officer.

**Main Tasks**

- Supervision and management of field support staff (guards and cleaners) in consultation with the Finance & Administration Officer.
- Responsible for ensuring all Logistics activities undertaken by the NCA Field Offices conform to NCA Logistics Procedures and Policies as contained in donor policies, the NCA Routines and Guidelines and other documents of instruction that may be given from time to time.
- Strategic planning and forecasting of future procurement needs in consultation with the Finance and Administration Officer, Program Officers and Logistics office in Juba as well as finance staff.
- Organise the collection and evaluation of quotations and bids, and preparation of Comparative Bid Analysis.
- Liaise with Logistics staff in NCA Juba, concerning collection of quotations and preparation of Comparative Bid Analysis for procurements undertaken through the Juba office.
- Overall responsible for negotiation and administration of procurement contracts with local suppliers, documentations and terms of payment as well as suppliers relations in consultation with the Finance and Administration Officer.
- Overall responsible for ensuring proper inspection, packaging, transportation, handling and documentation of office supplies, goods and equipment to project areas.
- Ensure a user-friendly and well-kept filling system for Logistics including maintaining an asset register, and implementation of procedures for fixed and movable assets in the office.
- Ensure proper routines for stock taking and bulk procurement of office supplies and spare-parts to ensure efficiency and optimal prices, in collaboration with Finance and Administration officer.
- Ensure staff travelling to field on duty have submitted travel approval forms and vehicles have logbooks.
- Overall responsible for taking care of the office compound and its day to day running, making sure that all the rooms are swept, cleaned and mopped.

- Ensure staff working in the compound's kitchen has acceptable degree of personal hygiene and sanitary awareness.
- Has specific co-ordination responsibility to work closely with all the staff in collaboration with the Finance and Administration Officer in the Kwajok office, along with the Logistics, Administration, Human Resources and any other relevant Officers or positions in Juba.

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**Qualifications, Experience and Skills:**

- Applicants should possess at least a Diploma, preferably in Business Administration or Logistics and Procurement or a related field, with at least one to three years' experience in a similar position, including experience of managing people
- Confident in the use of Microsoft Office (Including excel)
- Fluency in written and spoken English
- Well-developed communication skills
- Clear leadership style
- Excellent attention to detail, with organizational skills, maturity and the ability to work under pressure
- Professional and friendly communication style, with the ability to communicate with a wide range of stakeholders

The closing date for receipt of applications is **10<sup>th</sup> February 2017**.

Interested candidates should submit the following documents along with their application:

- A cover letter with full contact details, explaining why they feel they are suitable for the position
- A current CV
- Copies of their academic qualification certificates
- Three references, which should include their current or most recent Supervisor

Applications should be submitted by email to:

[vacancies.ncass@nca.no](mailto:vacancies.ncass@nca.no) with a copy to [azima.arkanjeloRockson@nca.no](mailto:azima.arkanjeloRockson@nca.no)

Or delivered to NCA Offices in Juba, Alek or Kwajok.

This position is open to South Sudanese citizens only, and only short listed candidates will be contacted. NCA is an equal opportunity employer, and qualified female candidates are encouraged to apply.

