

11 April 2017



Save the Children

External/Internal_ Job Advertisement

VA No. SCI-11042017

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Log Admin Officer

Location: Juba

Reports to: EHU Nurse, EHU Clinical Lead

Contract Period: 2 months with possibility of Extension based on meeting Jobs Performance and the availability of Funds.

JOB PURPOSE:

The incumbent of this position represents Save the Children values and principles in interactions with staff and external audiences. These values and principles include commitment to the mission of Save the Children international, team orientation, quality management and leadership development, introducing systems and procedures to strengthen staff motivation and productivity.

This role will manage the daily admin support required by the Emergency Health Unit (EHU) Team.

S/he will be responsible for ensuring that key organizational principles and approaches, such as child participation, sound monitoring and evaluation systems, financial control and compliance will be achieved in the period. She/he will be responsible of ensuring that lessons derived through implementation will be well articulated and documented.

KEY AREAS OF RESPONSIBILITY:

Administration

- Develop and maintain pre-arrival information and check lists for arriving international staff and national staff moving in country.
- To provide generalist administrative support to staff across the response day to day – hotel bookings, flight bookings, per diem payments, general filing and info sharing.
- Manage and update the staff planner and movement tracker.
- Collate twice weekly internal update and ensure sign off from EHU TL and CO Ops Director.
- To ensure all receipts, expenses, advances and transfers are properly recorded (Account and budget codes allocation in compliance with guidelines).
- Assist EHU staff in applying for and reconciling advances in compliance with SCI procedures.
- To arrange all support documents (receipts, invoices, and contracts) for the monthly accounts.

Logistics

- Assist EHU Logistics Manager in preparing all mobile clinic documentation, survival kits, and general consumables for team.
- Assist on local purchase orders for EHU as required by the CO procurement department.
- Support Logistics Officer to establish full warehouse management systems (hard and soft tracking and documentation, stock cards, GRNs, waybills etc.)

- Ensure any assets procured are added to the CO asset register and tagged as per CO procedures
- Maintain basic procurement tracker for all EHU specific procurement, liaising closely with CO procurement staff to ensure timely processing of EHU PRs.
- Supporting Logistics Manager with customs clearance and obtaining relevant certification.
- Ensure any contracts established to support EHU activity are entered in the CO contract database.
- Support Logistics Manager and CO procurement Department with ad hoc procurement requests, stock replenishment.

General

- Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- 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 others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS:

Minimum academic qualification of Diploma in procurement and logistics,

EXPERIENCE AND SKILLS

- At least 2 years' experience in similar position, preferably with non-governmental organizations in humanitarian and development programs.
- Experience in managing supplies, team support, vehicle management and communications.
- Extensive experience in systems management using appropriate tools and reporting formats.
- General practical competencies in vehicle maintenance, and building skills would be an advantage.

- Well-developed interpersonal, communication and team skills and proven ability to be flexible in demanding situations.
- Diplomacy, tact and negotiating skills.
- Ability and willingness to travel extensively often in an insecure environment.
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts.
- Experience of management/supervisory responsibilities.
- Experience and ability to working in insecure environments.
- Basic computer skills (Micro soft word, Excel, Internet and Outlook.
- Good written and spoken English.
- Good written and spoken English is essential.

Desirable

- Experience and ability to working in insecure environments
- Diplomacy, tact and negotiating skills.
- Knowledge of local languages including Arabic, Madi, Acholi
- Working experience in insecure and multicultural diverse setting

Child Safeguarding and Code of Conduct:

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

The position must be clearly indicated in your subject-line or envelop.

Deadline for receiving applications is **25th, April, 2017 by 5.00 PM** via email at: jobs.southsudan@savethechildren.org hand delivered to the nearest Save the Children Office.

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

