



VACANCY ANNOUNCEMENT

Title:	Field Operations Manager
Location	Juba, with occasional travel to the field
Reporting to:	Logistics Coordinator
Opening Date	27 th November 2017
Closing Date	14 th December 2017

Description of GOAL South Sudan Programme:

GOAL has been delivering both humanitarian and development programmes in South Sudan since 1985. Currently GOAL South Sudan is operating in 3 programme locations; Agok in the Abyei administrative area, In ULang, Maiwut and Melut. At these sites GOAL South Sudan implements public health programmes including curative primary health care, based on the management of 28 Primary Health clinics; preventative health care including HIV/AIDS messaging, malaria control and hygiene promotion; nutrition and food security and clinic construction/rehabilitation. GOAL also delivers initiatives to improve livelihoods and adult literacy and as well a small adult literacy project through its REFLECT programme.

KEY AREAS OF ACCOUNTABILITY:

Contribute as a member of the GOAL South Sudan, management team

- Develop the capacity of subordinates staff
- Assist the Logistics Co with continued development of a career path for operations staff in the country program by designing/using training regimens for operations staff
- Identify and build capacity of staff performers with potential to develop the ability to adopt higher responsibilities and temporary duty assignments, expatriate-level roles, and/or emergency deployments
- Work closely with program management to facilitate operations aspects of programme planning, and upcoming operations resources needs, especially the procurement planning
- Advocate for operations systems: work with all GOAL staff to ensure smooth introduction and adoption of operational systems
- Work closely with programme and finance teams to deliver successful programs while demonstrating excellent stewardship of donor funds and compliance with GOAL and donor regulations
- Assist the program team and departments to understand their roles and responsibilities in terms of interaction with operations departments. These include trainings, regular coordination meetings, problem solving, procurement planning and other such planning activities to ensure effective and timely programme implementation
- Manage all operation functions and staff; responsible for the full and proper implementation of GOAL systems of management, compliance and control as per the GOAL guide lines
- Oversees GOAL interaction and participation in the joint cluster coordination when operative and monitor and communicate the information produced and presented by the various cluster groups, and assigns appropriate staff to represent GOAL.

Operations Management - Logistics

- Ensure the warehouse procedures are followed as described in the Warehouse Policy and Procedures Guidelines;
- Make sure that up to date stock record is in place in the warehouse



- Supervise the fleet management team and ensure that systems are in place to track maintenance schedules, fuel usage and vehicle scheduling as described in the Fleet section on Logistics manual
- Oversee NFI, commodity storage and movements as needed
- Oversee the stock management of pharmaceutical drugs and ensure that minimum standards are enforced in the management; inventory and transportation.
- Maintain FWA data base in consultation with finance
- Liaise with finance to ensure compliance and payment schedules
- Oversee tracking of all assets to ensure accurate record keeping of GOAL and donor assets, including exceptional items that require registration and movement tracking, in accordance with the GOAL Asset section
- Coordinate logistics (non-programme) aspects of material aid projects and related activities
- Maintain inventory records of materials and materials flow in all warehouses
- Oversee vehicle road licensing at field level and ensure insurance is up to date.
- Together with finance and store keeper conduct 30% monthly and biannually 100% stock take
- Ensure disposal of assets is reviewed annually and donor requirements followed and share the same information to the Logs Co /ACD-S
- Maintain current knowledge of donors and ensure compliance with local government regulations
- Work closely with Field Operation Manager in the field Area Coordinators for operational related issues at field level

Training & Outreach:

- Proactively develop the skills of GOAL staff to understand and utilize appropriate tools and services to design and implement quality programming.
- Work and Identify operational needs and ensure that issues are raised with, Logs Co, ACD-S, department leads and other staff as needed to ensure they are included in new budget development.
- Design and implement capacity-building program to strengthen the capacity of GOAL South Sudan and field-based logistics staff.
- Assist Operations team in working with program staff towards establishing procurement plans.
- Travel, depending on security situation, to provide technical support to field offices and sub-offices.
- Conduct operational trainings regularly/depending on the program needs.

Staff Management:

- Practice excellent human resource management, supporting the development, promotion and retention of a motivated team of qualified and experienced staff.
- Identify staffing and/or skill gaps and see that these gaps/needs are filled
- Support the recruitment of all operational staff and provide day to day supervision of department.
- Provide feedback through regular performance evaluations and ensure staff is held accountable in accordance with the GOAL South Sudan HR policies



Accountability

- Implement anti-corruption/fraud measures
- Analyse and evaluate information regarding vendor's identity and performance with regards to quality, prices and delivery and ensure that it conforms to GOAL requirements.
- Prepare weekly report for the field SMT, providing work plan of the Operational department and status updates cases that draw great interest
- Report of missions and submit it to AC
- Oversee the observance of the GOAL Code of Conduct within the procurement and logistics department, ensure that logistics staff fully understand what corruption is and are trained at least once a year on the detail of the Code of Conduct and anti-corruption measures
- Ensure that all suppliers and logistics staff are aware of the procedures to whistle-blow for corruption and other breaches of the Code of Conduct.
- Ensure that all suspicions and allegations of corruption are reported to the AC/ACD-S / Logs Co immediately.

SKILLS AND BEHAVIOURS

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for GOAL, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, programme clients and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to
- Being assertive when it is required
- Understands the need for speed in emergencies; values the need for speed without compromising the quality of work

Creativity:

- Develops and encourages new and innovative solutions
- Willing to make decisions that will benefit the organization

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

Person Specifications:

- Degree or Professional Certification in Logistics & Supply Chain Management, Business Administration majoring in Logistics and Supply chain Management or relevant area of study.
- At least 5 years progressive experience in similar position
- Experience working with at least two of the following donors: OFDA, DFID, ECHO, and EU, and knowledge of specific donor guidelines.
- Strong leadership qualities and willingness to exercise initiative.
- Ability to identify and communicate potential problems and propose solutions to the level of management and then effect change.



- Must be able to function effectively in complex work environment, set appropriate priorities and deal effectively with numerous simultaneous requirements.
- Fluency in English, both written and spoken. Arabic is an advantage.
- Willingness to travel to remote field sites to provide technical support
- A high level of computer literacy (Word, Excel, PPT etc.)

Gender – GOAL practices and does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender and will practice positive gender employment as far as possible.

Women are actively encouraged to apply for positions within GOAL.

Child Protection - GOAL recognises the rights of all children within our care to be protected from harm in accordance with the United Nations Convention on the Rights of the Child (CRC). GOAL takes seriously its duty of care and it undertakes to create an organisation that is safe for children where all efforts are made to prevent abuse. GOAL sees the best interests of the child as paramount
Contact:

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two recent professional references from current employers to:

**The Human Resources Department,
GOAL South Sudan Office,**

Juba Munuki Area or alternatively email your application to: goaljobs@ss.goal.ie before the application end date listed above. Please note that only shortlisted applicants will be contacted. Do not submit original documents.

Note That due to the agency of the position, shortlisting will be on going before the application deadline.