



Job Advertisement

Facilities Officer

Job Purpose: To coordinate the day to day running of the Juba base in the areas of accommodation, hospitality, and the delivery of services within appropriate timeframes and consistent with Medair's quality standards. Responsible for base facilities maintenance (accommodation rooms, offices, etc.)

A. Key Responsibilities

Uphold Medair values, and positively and actively contribute to the team's wellbeing and spiritual life.

Staff Management

- Directly line manage base cooks (2), cleaners (5). This includes performance management, monitoring overtime, tracking holiday, sick offs and staff planning.
- Invest in staff development through trainings
- Provide motivation and encouragement to base staff.
- In conjunction with Base Manager, set objectives and conduct appraisals for base staff.

Facilities Management

- Provide facility support to the Juba base to enable facility function effectively and efficiently, including: room allocations and ensure there is enough food shopping for staff.
- Provide facilities briefing and orientation for new staff and visitors and prepare and issue QRB for field based staff and staff visiting the field.
- Update the staff movement report on a daily basis and send the summary report to Finance by the 3rd of every month.
- Base store inventory management including efficient and effective planning to avoid stock out and reduce on time and costs.
- Assist in monitoring service standards including facilities cleanliness, Catering and monitoring the work of external service providers and contractors.
- Respond effectively to repair and maintenance issues and have raised and resolved them soonest possible.
- Waste and utilities management

Financial Management

- Assist in weekly budget tracking for Juba base costs relating to facilities, supplies, labour and team food purchases.
- Provide finance with weekly and monthly facilities cash need forecast.
- Assist the Base Manager in the formulation of facilities base budget
- Assist the Base Manager in negotiation of valuable service contracts
- Prepare and forward suppliers payment to finance on a timely basis

Logistics Management

- Assist in contract management, ongoing maintenance, discrete projects and any other duties that may arise to ensure the smooth running of the base and office space.
- Assist in management of the maintenance and quality control of any construction work on Medair premises in Juba.
- Make sure the base remains well stocked and furnished, while complying with the Medair procurement procedures.

B. Person Specifications

Essential

- Diploma in Logistics, Hospitality, or Business Administration
- Proven personnel and/or project management experience
- Two years' experience with a similar organization.
- Must have a South Sudan driving licence with a clean driving record.
- Fluent in spoken and written English.
- Fluent in spoken Arabic

Desirable

- Degree in Business Administration or other relevant field
- Facilities maintenance experience of a large field base.
- Fluent in written Arabic.
- Fluency with IT troubleshooting.



Approved
[Signature]

Applications deadline: **3rd April 2019.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department**
Medair South Sudan - Theo Road, Hai Tong Ping
or e-mail: recruitment-sds@medair.org

