



## JOB OPENING

# 2 WORKSHOP MANAGERS

- Job Title:** Workshop Manager
- Reports to:** Humanitarian Logistics Workshop Manager based in Juba for technical issues and Area Coordinators both in Maban and Jamjang for Administration issues
- Line Manages:** Senior Mechanics, Specialized Mechanic/Welder, Specialized Mechanic /Panel Beater, Specialized Mechanic/Electrician
- Liaises with:** *Internally* - Programme Heads of Sectors, Security Coordinator, Human Resource Manager, Procurement Coordinator, M&E Manager, Country Finance Manager and Team and Other Area Coordinators  
*Externally* - Government representatives and local cultural leaders, UN agencies, multilateral and bilateral donor agencies, other Implementing Partners in the state.
- Duty Station:** Maban, Northern Upper Nile State, and Jam Jang, Ruweng State

Action Africa Help International (AAH-I-I), an international non-profit making agency that implements humanitarian relief, recovery and development projects in Africa, seeks to qualified candidate for the position of Area Coordinator for its program in South Sudan. Under the overall leadership of the Humanitarian Logistic Sector Head/Project Manager, the Area Coordinator is responsible for leading and managing AAH-I operational team in Upper Nile state.

**Job Summary:** The Mechanical Workshop Manager will be responsible for Mechanical workshop management to achieve cost effective, accountable and timely repair and maintain ace of assets, workshop staff management, and management of workshop tools and spare parts and recruitment and training of Apprentice in mechanical skills

## **Key responsibilities**

### **A. The Workshop Manager will be responsible to:**

- ◆ Supervise, coach, support and lead all mechanical workshops in Jamjang/ Maban Operation.
- ◆ Supervise the activities of all the chief mechanics / work shop foreman in all location of Jamjang/ Maban workshop operation.
- ◆ Organize an efficient and transparent spare parts supply chain and management.
- ◆ Set-up and organize the workshop with staff clearly defined roles, responsibilities and objectives according to workshop activity level.
- ◆ Ensure that the standard workshop and spare part management procedures and ensure it is properly implemented in all levels.
- ◆ Take appropriate actions to improve workshop performance in accordance with expected results and available means / Mobilize external support and expertise if required.
- ◆ Provide client and management a technical advice and solutions to improve the performance of the workshop and contribute to the achievement of goals.
- ◆ Design activity organisational chart / Introduce job description and objectives for workshop staff (clear responsibilities).
- ◆ Ensure that all assets, vehicles and infrastructures are in good condition and secured
- ◆ Keep up-dated Mechanical workshop inventory list for all equipment and spare parts. Conduct monthly inventory and Quarterly inventory jointly with appointee of the Area coordinator
- ◆ Contribute actively to the establishment of the operational budget.
- ◆ Engage, per delegation of the management, funds allocated to the workshop / follow-up all local purchases related to workshop management
- ◆ Establish project reporting and information system to collect workshop relevant and transparent information on time/ Make sure that workshop & material management system is in place and utilized correctly
- ◆ Produce and submit to the management Workshop Monthly Monitoring Report including relevant analysis.
- ◆ Establish permanent and good working relations, coordination with clients, logistic officer, UNHCR supply unit and other managers.
- ◆ Represent the Mechanical workshop sector in all forums with clients, local administration, and other agencies.
- ◆ Ensure a transparent cost utilization and budget management for funds allocated to the workshop.
- ◆ Produce monthly monitoring reports and contribute actively to the production of contractual narrative and financial reports
- ◆ Produce week and Monthly activity reports for the Mechanical workshop
- ◆ Being a representative of the project for all workshop management aspects toward client, other partners, local administration and missions
- ◆ Plan, Implement and monitor workshop repair and maintenance activities.
- ◆ Organize an efficient and transparent spare parts supply chain and management.
- ◆ Planned service intervals for each vehicle are adhered to and share the plan with UNHCR/AAH-I supply section and the implementing partners for the proper execution and follow up.

- ◆ Ensure that maintenance is carried out timely, with due regard for the safety of all concerned and the operations expected by the client.
- ◆ Ensure that all operating costs connected to the vehicles are correctly and timely budgeted, accounted for and reported appropriately in accordance with project guidelines.
- ◆ Ensure, during repair service, that a log book, updated every journey, is kept in each vehicle and regularly scrutinized for accuracy and legibility. This includes verifying if all service periods are reflected on the log book.
- ◆ Ensure that all workshop staff are provided with appropriate protective clothing, and wear it when performing potentially their tasks.
- ◆ Produce monthly repair cost for all assets that are maintained and repaired in the AAHI managed workshop in the country and forward this report to the Operations Manager.
- ◆ Produce monthly spare part movement report for the workshop and share this report with the Workshop manager Juba and Area Coordinator Jamjang/ Maban
- ◆ Recruit and train apprentice from Host and Refugee communities in the workshop
- ◆ Any other task as directed by management.
- ◆ Other duties/additional tasks  
Performs other duties and tasks at the request of management

## Person specifications

### A. Required qualifications, competences and experience

- University degree Mechanical Engineering or equivalent
- 3 years' experience in large commercial or organization mechanical workshop
- Take all necessary measures to motivate staffs and build strong team spirit at all levels.
- Develop and maintain good relationships with all partners and potential donors in the area of operation

### B. Skills and Competence:

- Strong management and supervisory skills and experience.
- Participate in Preparation of budget for workshop specially on the spare requirement
- Strong analytical (both political and organizational) skills with good attention to detail.
- Ability to provide coaching, mentoring and leadership to team members.
- Commitment to and understanding of AAH-I's values

## Application Instructions

Interested candidates should email application letters and CVs (with 3 referees) addressed to **recruitss@actionafricahelp.org** to be received by **November 30, 2017** the email Subject Line must show **Workshop Manager\_Jamjang** or **Workshop Manager\_Maban**. AAH-I is an equal-opportunity employer. Only shortlisted candidates will be conducted. South Sudanese Nationals are specifically encouraged to apply.