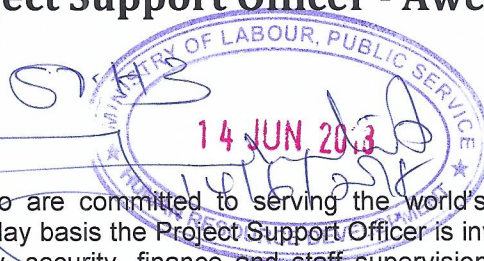




# Job Advertisement

## Project Support Officer - Aweil



**Job Purpose:** Working as a member of a diverse team who are committed to serving the world's most vulnerable with practical and compassionate care. On a day-to-day basis the Project Support Officer is involved in a wide variety of activities involving coordination, hospitality, security, finance and staff supervision. This provides valuable support to the programme staff, enabling them to focus on their core activities.

### Key Responsibilities

#### Base Management

- Oversee the day-to-day base support functions including, but not limited to:
  - Managing the daily functionality of the base, ensuring utilities, food and other supplies are available, and that all other requirements are in place
  - Coordinating the routine maintenance of base infrastructure and equipment, repairing items as quickly as possible using the most cost-effective solution
  - Liaising with external contacts, such as landlords, utility companies, local tradesmen and contractors, service providers, etc, ensuring services are delivered on time, on budget and to an acceptable standard.
  - Welcoming and briefing new Medair staff and visitors (who may also be Medair staff) to the base, planning for their arrival by preparing food and accommodation, arranging transportation if required and ensuring they have all the information needed for their stay (e.g. base layout, security, local information, domestic arrangements, etc.)

#### Finance

- Support the Finance officer and communicate to all staff to ensure all finance procedures are being correctly followed
- Conduct weekly cash counts with the Finance Officer, checking both the cash and the paperwork
- Check all finance paperwork are accurate and complete for signing to allow staff to receive cash and to close cash requests
- Monitor base expenditure, ensuring the correct procedures are followed and that all payments are in line with base budgets

#### HR

- Support the HR officer to ensure recruitment is done correctly, and the recruitment tracker is accurately updated on a weekly basis
- Support the HR officer to ensure payroll and record keeping of attendance and medical allowances are done correctly, and the national staff plan is accurately updated monthly
- Support the HR officer to ensure HR documents are timely, correctly dealt with and filed following Medair filing procedures that allows for easy retrieval, including policy docs, objectives/appraisal docs, leave/medical docs, training docs, disciplinary docs, etc
- Support the HR officer to ensure all staff receive adequate briefing and that complaints are dealt with adequately to succeed in their work

#### Administration

- Draw up, manage contract overviews and periodically review contracts between Medair and external suppliers, ensuring they remain valid and relevant and that the terms and conditions are followed.
- Submit accurate and timely internal reports as required by field management and Juba support office and contribute on request to external reports
- Ensure a clear and transparent paper trail is in place for all transactions, that records are kept in an orderly and timely fashion and that the filing (archive) system is in line with Medair and donor requirements

#### Communication

- Develop and maintain a transparent and supportive communication structure with colleagues to ensure they are kept informed of base-related activities and requirements
- Develop and maintain positive relationships with suppliers, local authorities, other NGOs and any other stakeholders, representing Medair and ensuring good co-operation and partnerships

#### Staff Management

- Manage and oversee the programme base staff (e.g. Finance Officer, Human Resources Officer, Senior Logistics Officer, etc.) including recruitment, day-to-day management, development and training, appraisal, etc.
- On occasions work with casual labour (including hiring, co-ordinating workload and payment) to achieve

## Quality Management

- Promote and use the Medair e-library and other operating procedures, ensuring that all standardised formats are used and guidelines are followed

## Delegated Responsibilities

- External representation of Medair within the local context with officials, contractors, suppliers, other NGOs, etc.
- Tracking and management of base budget expenditure and contracts
- Tracking and management of all Aweil staff and casual staff recruitment, contracts, files, pay, etc
- Acting and performing the duties of PSM in his/her absences.
- Contributes towards implementation of robust systems designed to ensure the physical security of the base and to prevent the theft of Medair assets and equipment and the fraudulent use of Medair resources
- Line management of base staff, including recruitment, performance monitoring, disciplinary action, etc.
- Implementation and improvement of systems and policies

## II. Person Specifications

### Essential

- University degree in Business Administration, Development Studies, Management, Project Planning and any other relevant professional / technical qualification.
- 2 years relevant professional experience in an administrative position, including Finance, HR, Logistics, and/or Base Management.
- Good English spoken and written
- Computer literate with good working knowledge of Microsoft Excel, Word and Outlook

### Desirable

- Post graduate plus relevant years experiences in Management
- 1 year Supervisory experience
- Experience working in a cross-cultural setting, preferably in the NGO sector.
- Ability to speak, or willingness to learn, local language

Applications deadline: **4<sup>th</sup> July, 2018**

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@southsudan.medair.org](mailto:recruitment@southsudan.medair.org) *Only*

**Female are highly encourage to apply. Email applications are highly recommended**

