

JOB ADVERTISEMENT

CMMB is a global non-governmental, humanitarian and development organization with a special focus on making healthcare available to all. CMMB has been implementing comprehensive health intervention in South Sudan since 2009.

CMMB South Sudan is urgently seeking a suitable candidate for the following vacancy

Job Title:	Administrative Manager
Duty Station:	Yambio
Reports to:	Finance & Administrative Director
Closing Date:	7 th December 2017

Purpose:

The primary objective of the Administration Manager is to strengthen the administration management of CMMB. The incumbent will have thorough understanding country legal procedures and specific responsibilities as mentioned below.

Major Responsibilities

- Assess existing administration systems and create and/or improve those systems, administration reports, etc.
- Function as institutional team leader in the development of institutional policies and procedures on administrative areas.
- Liaise with Program Managers on purchase of goods, Stationery and equipment
- Ensure appropriate implementation and maintenance of internal procedures and controls, and draft new internal policies where necessary
- Draft and edit Contractors contracts and lease agreements.
- Coordinate procurement, receipt and distribution of stationery and office equipment in line with the organization's policy.
- Coordinate the arrival of shipments, in relation to transport companies, customs and Taxation.
- Be responsible for the asset inventory and storage
- Be responsible for of the maintenance, upkeep and security of all PCI-rented properties.
- Serve as contact-person when dealing with Contractors, Suppliers, Security Companies and service providers.
- Assist the Finance and Administration Director in strategic and operational plans and developments.
- Participate in the budgeting process.
- Review all new contracts and agreements with suppliers and contractors making recommendations on provisions which need additional negotiations, procedures or specific duties.
- Ensure insurance coverage for all organizational assets.