



CATHOLIC MEDICAL MISSION BOARD

Director of Labour

JOB ADVERTISEMENT

JOB TITLE:	Administration/Finance & Logistics Assistant (Tambura) (100%)
LOCATION:	Tambura, Western Equatoria State
REPORTING TO:	Administration and Logistics Manager
Closing Date:	13 th March 2023

CMMB has been working in South Sudan since 2009, dedicated to providing effective and sustainable health solutions, with emphasis on the most vulnerable, namely women and children. As a catholic organization, CMMB also works closely with the catholic church in South Sudan, supporting their health programs in the target areas. With funding from a multitude of donors including PEPFER, the United Nations, World Food Program, and private and church donors, CMMB has been able to support people affected by the effects of the protracted conflict in South Sudan, through strengthening the health infrastructure, extending health services to remote populations, and building the local health capacity for better services. CMMB is also engaged in supporting community health through increasing access to clean water, addressing nutrition needs and providing child protection and GBV services in the target areas.

We believe in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. We're ready to make it 100 more.

We believe change starts with her. We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – learn more.

We believe in people. We strive to live out our core values of collaboration, love, excellence and respect every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. Read more from our President & CEO below.

About CMMB

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Overview of the Role

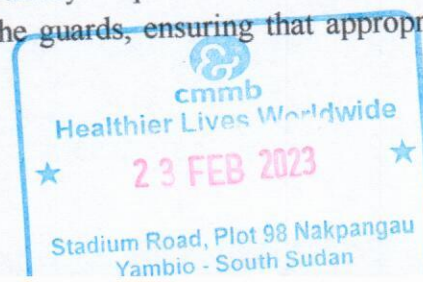
The Admin/Finance & Logistics Assistant is responsible for following Logistics services: Property and Store Management, Fleet Vehicles Management, Generator Management, Office Maintenance and other Office Services in the most efficient and timely manner and to the standards and expectations of CMMB South Sudan staff and visitors. The incumbent will have thorough understanding country & local legal procedures and specific responsibilities as mentioned below.

1. Maintaining Tambura Office Assets and Utilities, ensuring their security, safety, and functionality as relevant, in all departments, offices, stores and guest houses. Submit regular reports as agreed to the supervisor.

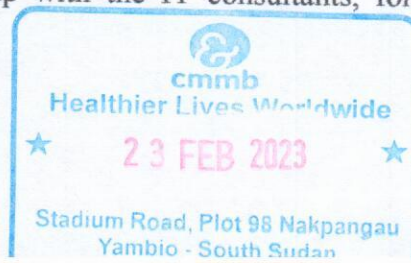
- Maintaining an up-to-date database of all CMMB SS assets in Tambura office and all offices and guests, undertaking regular physical inventory as agreed with the supervisor, and ensuring any change in use or location of such inventory is recorded promptly.
- Support in CMMB cost recovery policy by ensuring that lease/rent of CMMB assets/premises are well documented and accounted for smooth office running.
- Maintaining all utilities in Tambura office and the field offices, ensuring daily functions are not interrupted necessarily or for any long period of time that affects planned activities.
- Following up with the policy on any lost or stolen inventory, with the permission and guidance of the supervisor, and updating the country office regularly on the process and outcome.

2. Manage offices and guests' facilities. Ensuring an appropriate standard of health, safety, security, and environment is always maintained.

- Ensure that the office and guests are always kept secure, liaising with the security company to manage and schedule the guards, ensuring that appropriate security



- In collaboration with Logistics manager, supervise the drivers to ensure that they are carrying out their work fully and well and have a good level team spirit and motivation.
 - Ensuring all vehicles and motorcycles always have relevant paperwork, are functional and every maintenance work is documented in detail and monitored over time, to ensure value for money.
 - Manage the generator to ensure reliable power supply for the office, including training the team on correct procedures for turning it on and off, ensuring routine maintenance, and a reliable supply of fuel.
 - Ensure all drivers receive regular support and training in the maintenance of organizational vehicles, trip reports from the vehicle logbooks are analyzed and reports submitted monthly to ensure proper use and advice on the cost effectiveness of the vehicles.
 - Ensure monthly vehicles expenditure report, monthly fuel report and generator maintenance are done and submitted on monthly basis to the Administration & Logistics manager.
 - Supervises the use of the generator and the solar system in Tambura and field offices as agreed with the supervisor.
 - Update vehicles and generators files as required.
 - Ensuring the country office fleet are off the road and always parked in a safe and secure place after working hours and no travels are concluded after 6:00pm South Sudan time.
- 4. Logistical and Administrative Support for the smooth functioning of Tambura office.**
- Coordinate with the Yambio office lead person in Administration & Logistics department in organizing items to be sent to Tambura & also ensure the items are well received from Tambura office.
 - Ensuring the movement of medicines, equipment and other goods donated to the field office by partners in Juba, ensuring they arrive in good condition and in the correct amount, and are appropriately stored.
 - Providing new staff with their workstations and the necessary equipment subscribed in their brief, to enable them carry out their assigned duties for the agreed period of employment. This includes the CMMB ID, email address, keys/spares, staff contact lists and related policies and procedures briefing.
 - Arranges for and ensures data back up with the IT consultants, for staffs in Tambura office.





- Prepare and share Admin reports concerning the activities being managed, as requested by the supervisor.

5. Play the key role of Safety and Security Focal Person at Tambura level.

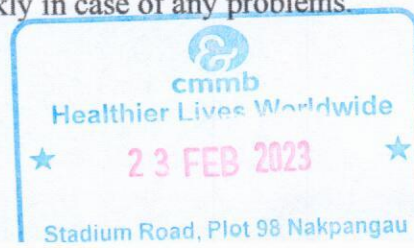
- Act as the focal point for safety and Security while in Tambura office and in charge of security management, serving as the security contact and security incident reports.
- Ensuring confidentiality of sensitive CMMB information making sure that important documents are not littered.
- Monitor and manages fire extinguishers fixed in CMMB Tambura offices and guest houses and ensure they are refilled as recommended by services providers.
- Supervising the guards in all offices, ensuring their functions continue in accordance with the contract signed and the Country Office is always in safe hands. And where issues are noted, contact the Supervisor for further advice.
- Assists the Administration and logistics Manager to follow up on any security incidents involving staff, organizational assets, or leased/rented assets, ensuring the incident report is generated and submitted, and next steps are agreed with the Country Office Management.
- Supervise the use of IDs, email, and the internet by staff, ensuring these are only used in the dispensing of their official duties and returned once their contracts expired.

6. Financial Obligations.

- Handle Petty Cash for small activities in the field and ensure that the money spent is being accounted for with prove of invoices, Delivery notes and other necessary required supporting documents.

7. Additional General Responsibilities

- Be proactive in ensuring that CMMB's core values, Vision, Mission, Code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others.
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences.
- Assists the Administration & Logistics manager in Preparation for audits; ensure that any corrective actions relating to External Administration are closed out in a timely manner.
- Carry out other errands as requested by management; ensuring that each task is carried out reliably and communicating quickly in case of any problems.





Profile Qualifications and Job Requirements

- Diploma in Business Administration, Procurement & Logistics Management, or other related qualification.
- Sound financial management knowledge.
- 3 years' experience in warehouse management and asset management, fleet vehicles management and safety and security management.
- Knowledge of UN, EU and USAID assets compliance and regulations.
- Excellent computer skills in of Microsoft Office Excel and Word.
- Commitment to CMMB SS's work policies and standards as well as to humanitarian values
- Strong organizational skills, good planning, and attention to detail with the ability to manage priorities, meet multiple competing deadlines, and work without constant supervision.
- Honest and trustworthy with excellent negotiation skills.
- Excellent team player and Ability to work under pressure and handle stressful situations with calm and objectivity.
- Self-motivated, flexible, and adaptable to the needs of the team and organization.
- Comfortable seeking guidance and clarification in a timely manner as needed to succeed in the role.
- Clean vehicle driving license.
- Good communication skills both oral and written including good interpersonal.

How to Apply

Interested applicants should submit their application together with resume/CV including telephone and email contacts of three (3) referees as well as your daytime telephone/cell phone contact number to CMMBSouthSudanjobs@cmmb.org indicating the position and location you have applied for on the subject line of your email. Alternatively, you can submit a hard copy to our offices at the following address in Yambio.

CMMB Yambio Office

Human Resource Office,

Gbudue Stadium Road, Block 9, Plot No.93, Yambio, Western Equatoria State

Or CMMB Tambura Office.

Please note:

1. Deadline for receiving application for this position is the 13th of March 2023
2. CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply.

Only short-listed candidates will be contacted for assessments.

