



# Vacancy Announcement

50-H-3  
Approved by Senior Inspector,  
MOL/RSC/J  
27/09/2022

Title: Admin and Logistics  
Reporting to: Logistics -Manager  
Location: Pibor  
Contract Type: Fixed Term Contract  
Advert running from: 27th September 2022  
Closing on 14th October,2022

## Assignment

Under the responsibility of the Area manager and Logistics Manager and based in Juba, the Log Admin Officer will be a key member of the support function and support all shared services related activities in Pibor. Post holder is responsible to help supervisor and float ideas to maintain effective support system and as per requirement provide technical support. The position holder will develop and conduct support related trainings of the staff, when required.

### CHAIN OF COMMAND

Under the authority of:  
Area-Manager

Responsible for:



### WORKING RELATIONS

#### Internal:

- Area Finance Department
- Area Administration
- Area Logistics department
- Area Security Focal Points
- Project Managers
- Programme teams

#### External:

- Local authority
- Beneficiaries



## Background

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities. The operational context in South Sudan today is considered largely humanitarian/emergency while phasing in resilience programming.

## Missions / responsabilités

### **Finance Roles**

- Review transaction documents to ensure compliance to HI internal standards and minimum donor requirements before making payment.
- Making sure that all invoices passed for payment have the relevant supporting documentation and are appropriately approved by the budget holders.
- Administer Petty cash payments ensuring sufficient cash flow at the site.
- Update the petty cash and log books, monitoring cash balances in the petty cash float
- Submission of monthly statutory tax returns to the National Revenue Authority
- To maintain and keep all finance files updated making sure that on daily basis all the relevant accounts documents are filed correctly.
- Posting of all financial transactions in Navision Excel files and ensure timely submission to Head office.
- On a monthly basis, scan all finance documents for submission to Head office, and archive electronically.
- Arrange for submission of original accountancy documents to Head Office on Monthly basis.
- Ensuring all the transaction payments are properly coded before any payment and posting in Navision Excel files.



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- Any other duties assigned by the supervisor

## Admin / HR roles

- Assist in day to day operations of the HR/Admin functions.
- Support in compiling and update employee leaves records (hard copies)
- Process documentation and prepare reports relating to personnel activities (recruitment, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, overtime, leaves, etc.)
- Communicate with public services when necessary.
- Coordinate communication with candidates and schedule interviews.
- Assist our recruiters during recruitment and update database
- Processing expat visa, entry permit, work permit, alien registration, travel authorization etc.
- Archiving the HR documents as per the process

## Logistics Roles

- Ensure that HI procurement procedures are respected for every purchase conducted
- Collect quotations, suppliers' references, negotiate contracts with them (prices, delivery time, and payment terms), and make sure that HI is benefiting from the best deals available on the market.
- Ensure the adequate filling of purchases files: signatures, presence and validity of the documents, in order to guarantee accurate traceability of all purchases throughout the supply chain
- Provide updated procurement tracker on a weekly basis (every Friday)
- Organizing vehicle for daily staff movement within the base and organize transportation for HI staffs travelling to/from juba
- Ensure timely servicing and maintenance of HI vehicle
- Ensure HI vehicles are fueled on a weekly basis and keep accurate fuel records and fuel consumption
- Evaluate, manage and monitor drivers
- Ensure the proper use of HI assets and equipment in the base
- Always know all the details concerning the equipment's: location, state, user, requisition number, price, donor and ensuring that the movement of HI assets is tracked and the necessary documentation is done when an asset changes its status
- Ensure internet is working, conduct regular backups of data, report immediately incase of any breakdown
- Basic troubleshooting of PCs
- Responsible for the receipt, storage, accounting and reporting of all items in the office store (PPE, stationery, office and cleaning materials, project stocks)
- Conduct periodic inventory of stocks and review when needed
- Ensure house owner respects the lease agreements and provides power, water, internet and security guards for HI office.
- Organize accommodation for HI staffs visiting the base
- Provide vehicle report and logistics narrative (sitrep) to the Logistics Manager on a monthly basis

## Other skills<sup>1</sup>

### Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling HI values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.



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**Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- Widely shares their personal vision for HI, engages and motivates others.
- Future orientated, thinks strategically and on a global scale.

**Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Values diversity sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

**Creativity:**

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

**Academic Qualifications Required for position**

- Applicant should possess a South Sudan national ID.
- Diploma in Procurement or Logistics or Accounting

**Other Professional Qualifications Required for position**

- Stock management
- Cash Management
- Refer the Job description.

**Work Experience Required for position**

- Minimum 2 years working experience with NGOs in admin and logistics
- Willingness to work under pressure and extra hours
- Fluent in English (both oral and written) Able to communicate in local language (Murle) is additional value
- Experience in a complex humanitarian emergency or post-conflict environment;
- Experience in the relevant field preferable with INGO
- Knowledge and experience working with donor requirement
- Experience in stock/ warehouse management
- Computer knowledge (word, strong excel and Microsoft outlook)
- Appreciation of finance and Admin (cash management, HR etc.)

You can submit your CV and Cover Letter to:

Human Resource and Administration Department, Humanity and Inclusion, HI Pibor Field Office, not later than 14<sup>th</sup> October, 2022 or my email to [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org)

**This is a National recruitment**

**Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.**

