



**SOLIDARITÉS**  
INTERNATIONAL

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14/9/2022



## JOB ADVERTISEMENT

### EPR Logistic & Administrative Assistant

Duty station: Juba (frequent field deployment)

Number of positions: One (1)

Date Issued: 14/09/2022

Date Closure: 03/09/2022

Category: B-3 915 USD/Month

Category: Local Staff Posting

#### **Presentation of organisation:**

*SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 35 years in actions have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.*

#### **MISSION**

#### **Goal/purpose:**

#### **Logistics:**

To implement SI logistics rules and procedures and provide general logistics support that will facilitate implementation of programme activities in field locations when an intervention is deployed. The Logistics Assistant is responsible for running logistics activities and management of stocks under the EPR Field Coordinator

#### **Administration:**

To follow up the expenses, monitor the cash management, compile and organise the supporting documents.  
Follow up the employee's attendance, and human resources management for the EPR team.

#### **General**

The Log-Admin Assistant will work in challenging environments, deploying to remote areas anywhere in South Sudan at short notice with basic living conditions



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## **JOB**

### **Sub-Base management**

- Organize and maintain EPR field office and GH facilities
- Management and follow up in all the EP&R deployment locations, the accommodation and office general supplies
- Ensure consistent functioning of energy equipment (generator/Solar system/batteries)
- Ensure fuel consumption at the field-base is closely followed-up and controlled

### **Procurement**

- Facilitate any local procurement through standard SI procedures
- Quickly establish and maintain relationships and database of local suppliers in EPR field locations
- Manage documentation of procurement process and archiving of purchase files at EPR field location level

### **Storage Management**

- Organize stores and stock management in EPR field bases and EPR Juba office
- Ensure all in and out is recorded and all the stock are in safe and secured condition
- Manage storage facilities in EPR field bases and EPR Juba office and any required minimum conditions
- Ensure proper documentation of stock movements and monthly reporting of the same

### **Transport Management**

- Organize local transportation of incoming and outgoing goods
- Organize dispatch of supplies from the stores to field sites or beneficiaries
- Ensure value for money and safety with any arranged local transport in EPR field locations
- Plan local movement according to need and available means of transport
- Hire and manage vehicle hire contract according to SI requirements
- Ensure both passenger and cargo movements are properly documented in EPR field locations

### **Management of equipment/telecommunications**

- Follow-up and ensure the safety of all equipment and assets in EPR field locations and EPR Juba office
- Ensure all the communication equipment is functioning and properly used
- Ensure proper functioning and facilitate troubleshooting of the internet network (BGAN)
- Keep record of all equipment and other key asset in EPR as per SI standard procedures

### **Security Management**

- Implement all applicable safety and security rules for the EPR field bases
- Ensure regular security checks are done with EPR Coordinator in the absence of the EPR WASH PM
- Collect and disseminate security information to EPR Field Coordinator in collaboration with the EPR WASH PM
- Organize security guard management in the fields of deployment

### **Cash Management**

- Handle cash advances and redemptions and ensure their correct and timely settlement.



- Keep the advance books and cash journal
- Record the cash movements on a day-to-day basis.
- Before recording, check that the supporting documents complies with Solidarités International procedures
- File receipts and other financial evidence comprehensively in monthly files.
- Ensure that accounting documentation are translated if necessary
- Vouchers printing and filling at the end of every month.
- Archive accounting documents in accordance with Solidarités International procedures, after a final check of supporting documentation.

### **Human Resources Management**

- Follow up on daily worker contracts at the field base and ensure that SI policies relating to daily workers are followed
- Follow up of leaves, recuperation days, advances, and all information related to SI employees
- Make sure each employee has a full and complete HR file
- Make sure the attendance is well followed by each manager and collect the information before the end of the month in order to prepare the payroll
- Prepare the payroll of the employees of field base and send it to Juba office for validation
- Be the lead of the daily worker recruitment process at field base level and for EPR recruitment in support to the Juba Coordination HR team
- Participate in the collection of data for HR matter (food basket for per diem revision for example...)

### **HR and Reporting**

- Organize and share all logistics documentation as per SI rules and procedures
- Assist in the recruitment and evaluation of local logistics subordinate staff
- Establish team schedules in conjunction with the EPR Field Coordinator

**The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.**

### **ORG CHART POSITION (reporting and functional relationships)**

Line Manager: EPR FIELD Coordinator

Functional manager: Log Coordinator / Administrative Coordinator

Management: Log&Admin Officer

### **Preferred Skills:**

- Diploma or Degree in Administration, Finance, Accounting and/or Logistics.
- Good knowledge and experience of working with local communities, authorities and partner agencies.
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken), Arabic
- Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.
- At least 2 years professional experience working in Log/Admin related role.
- Previous experience working in a NGO is an asset.
- Knowledge of accounting system (SAGA) and HR software (HOMERE) is an added advantage.
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.



**Contract: Fixed-term contract of 6 months**

**Working hours: From Monday to Friday 8:00 AM-5:00 PM.** As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc.) mentioning the position you are applying to at:

**SOLIDARITES INTERNATIONAL OFFICES in Juba Office Hai Cinema (Near Kenyan embassy / Acted Office / Islamic relief Office)**

You can as well send your application on the below emails :

**(Subject of the email must mention clearly the position you are applying for)**

[juba.adm.recruitment@solidarites-southsudan.org](mailto:juba.adm.recruitment@solidarites-southsudan.org)

Please note that SOLIDARITES INTERNATIONAL keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: **03/10/2022**. Any application sent after this date will not be considered.

**Women with the required skills are highly encouraged to apply.**

