

TERMS OF REFERENCE

Job Title: National – Admin/Finance Assistant
Responsible to: Logistic Associate, Data Analyst
Locations: Juba, Bentiu, Bor, Kapoeta, Kujajok & Wau and other regions
Positions required: 10
Country: South Sudan
Deadline: 28/Oct/2022

General Description:

Ensure that all the data received or sent from various sources are properly checked, analysed, and recorded. In turn always produce the required output in accordance with the established procedures, normative guidelines as set in the Logistics Fleet Manual.

Key Tasks and Responsibilities:

Under the direct supervision System information and Fleet Administration officer and in coordination with fleet Logistics staff, the incumbent shall perform the following duties:

- Ensure that any information/data or reports requested are properly carried out and expedited in an efficient manner.
- Responsible to ensure that all staffs attendance is updated on timely manner without any errors.
- Maintains a variety of attendance records, schedules, and files (manual and computer) (e.g., contact and telephone logs, attendance, etc.) for the purpose of providing reliable information.
- Prepare Leave form and track the staff on leave.
- Communicate with truck drivers on field and update the management on the convoy's movement.
- Responds to inquiries from a variety of staffs of field on attendance and payment issues.
- Purges file to eliminate duplication of data.
- Ensure adequate record keeping and manage all documentation.
- Share experiences gained with other staff members and strive towards creating good team building and harmonious atmosphere.
- Perform any other duties as requested by immediate supervisor.

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Approved by
S. Inspector
MOL
11 OCT 2022



Team Management:

Will liaise and co-operate with all WFP Staff and relevant commercial entities.

Reporting:

Logistic Associate/Data Analyst

Qualification & Experience:

- Comprehensive understanding and good working knowledge with database.
- Good working knowledge with complete Microsoft Office suite.
- Extensive experience gained using a computerised Fleet Management System, preferable although not a requirement.
- Experience gained in logistics and fleet field considered as asset.
- Excellent command of English.

Key competencies:

- Familiarity with standard concepts and best practices in data entry and expedited in an efficient manner.
- Skills to operate common office equipment
- Good operating skills in handling HF and VHF communication radios.
- Competencies in data entry, analysis, and management.
- Knowledge of proper bookkeeping and inventory management.
- Excellent written and verbal communication skills
- Responsible to maintain accuracy in inventory of all WFP assets at high level.

To apply for this role please send your CV and Cover letter most preferably by email to the address: southsudan@ctg.org

In Juba – please deliver your application to CTG office in Rock city near to South Sudan Football Associations

IMPORTANT REQUEST

- Please make sure the subject of your email states "locations on Application", or your application might be overlooked.
 - Kindly avoid naming your CV as CV, Updated CV, by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

