



Vacancy Announcement

Job Title: Operation Assistant (1)
Location: Juba
Reporting to: Operation Manager
Position Code: ARDF-023-BHI-MT-007
Supervising: Non
Date Posted: 05th -01-2023

About African Relief and Development Foundation (ARDF)

ARDF is leading non-governmental National organization working in three states of South Sudan including Upper Nile, Northern Bahar El Gazal and Central Equatoria State with an aim of saving lives, improving health alleviating poverty and Suffering. ARDF has a reputable experience in Health, WASH, FSL and protection. ARDF approaches include innovation in health, research, Community engagement in the provision of primary health care services focusing on immediate lifesaving while laying the groundwork for long-term impact.

Job Summary:

The Operation Assistant will support the operation manager in the day to day procurement of goods, works and services in Juba in line with ARDF operation policies and procedures. S/he under the supervision of operation manager will assist in the procurement, asset management, warehouse management, inventory management, filing and documentation as well as smooth running of the office.

Specific Roles and Responsibilities

- Support in the booking of staff to the field
- Facilitate the logistic of all items to be delivered to the field.
- In consultation with operation manager, code all approved new PRF received in the department.
- Ensure ARDF operation policies and procedures are strongly adhered to at all time
- Update operation databases and report to the supervisor
- Execute the purchases functions of goods and services and works of the right quality in the right quantity at the right price delivered to the right place at right time
- Ensure that all procurement ordered for goods works and services are delivered, verified, clearly documented and maintain an up to date procurement tracker
- Maintain accurate filing system within documented and supported records for logistic transactions for audits purposes both manually and electronically
- Ensure proper record keeping, storage and issuing of inventory, physical inventory checks, storage conditions, security and facility management.
- Ensure all biddings must be competitive and avoid conflict of interest.
- Ensure terror check for all vendors who will be engage to ARDF business
- Liaise with program team for any art work, specification and verification of item samples to be delivered.
- Conduct any other duties assigned by line manager.



Job Qualification and Requirement:

a) Education:

- Diploma in Business Administration, Logistic/ Supply Chain Management from a recognized University

b) Experience:

- At least 1-2 years' experience as operation assistant or similar position in a humanitarian Context
- Experience in analytical and conceptual skills in reports writing, organizational and interpersonal and communication.
- Proven experience of cooperating and working with others in a team

c) Skills and Competencies:

- Good Computer skills in micro soft word, PowerPoint and excel
- Professionally fluent in written and spoken English.
- Remain Productive when under pressure

a) Language Requirements:

- Ability to communicate effectively in English, both in written and in oral form;
- Knowledge of Arabic is highly desirable.

1. Policies

- Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and team work. In accordance to these value, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.
- Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.

2. How to Apply

a. Application address

- Interested candidate are requested to submit their application and updated CV not more than 4 pages, Copies of National ID and Educational certificates through Email address; hr.ardfsouthsudan@gmail.com The subject of your email will be; BHI officer-ARDF-023-BHI-MT-007
- For hand Delivery, submit your application to ARDF office in Juba, addressing to ARDF Human resource manager, Hai Mauna Residential Area, 450 meters South West from Mauna Medical Complex, Juba South Sudan.
- In Field, all application will be delivered to CHD office.

b. Eligibility;

- The position is Open to only South Sudanese living in Melut County with required qualifications.
- Female candidate with required qualifications are highly encourage to apply.

c. Shortlisting and interview

- Due to urgency of the position, applications will be review on regular bases.
- Successful candidates will only be conducted for interviews



d. Deadline for submission

- The deadline for submission will be **25th January 2023**
- Only applications submitted before deadline will be considered.

Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

