



**Job Advertisement**  
**Operations Officer -Travel (1 Position)**

The Carter Center (TCC) provides Technical support to the Ministry of Health – Republic of South Sudan for the Guinea Worm Eradication and Trachoma Control programs. The Carter Center is currently seeking dynamic, qualified candidates to fill the Position of **Operations Officer-Travel**, based in Juba, JubeK State South Sudan.

**Title:** Operations Officer-Travel (1 position)  
**Duty Station:** Juba, JubeK State, South Sudan  
**Duration:** Current- August 31<sup>st</sup>, 2020  
**Closing Date:** September 18<sup>th</sup>, 2019

**Reporting to:** Senior Operations Manager (SOM)

**Job Purpose:** The Operations Officer-Travel, under the direct supervision of the Senior Operations Manager, the Operations Officer - Travel holds the primary responsibility for the management of travel coordination including travel bookings (domestic and international), air charters and accommodation arrangements in coordination with relevant TCC departments and staff members. The position holder manages local ground transport in support of travel activities and day-to-day staff movement requirements in Juba. The duties of the Operations Officer -Travel include, but are not limited to the following:

**Key Responsibilities:**

- Conduct all travel and transport coordination activities in accordance with relevant approved TCC SS SOPs.
- Liaise with relevant staff to ensure efficient and effective travel coordination including timely bookings, accommodation arrangement and airport pick-ups/drop offs.
- Coordinate with and assist the HR department to ensure the timely processing of visas, alien registrations and work permits for travelers, as necessary.
- Regularly produce and circulate a Flights Update to all staff outlining the details of travel arrangements made.
- Ensure the efficient coordination of TCC-employed drivers and hired taxis in order to facilitate staff movement within Juba throughout the work day, before/after office hours and on weekends and public holidays.
- Liaise with air shuttle operators (UNHAS, MAF), air charter operators, airlines and travel agents for TCC SS travel requirements in the most efficient and cost-effective manner.
- Liaise with hotels and conference venues to serve a focal point for logistical arrangements in support of meetings and conferences.
- Facilitate and secure official government permissions as required, including but not limited to RRC travel authorizations, permissions to transport sensitive items (cash,





- communications equipment, etc.), JBVMM clearances (air and ground), CID and Traffic Police clearances for ground movement.
- Keep accurate records of staff travel, verify invoices from travel agents, hotels, airlines and air charter operators against official requests, and initiate requests for payment based on complete documentation.
  - Ensure good coordination with relevant TCC departments and office locations in booking cargo for delivery to field sites through the various air transport means available.
  - Collaborate with the Procurement department in selecting authorized vendors for travel services, air charters, accommodation venues, taxi movements and any other travel- or transport-related services.
  - In collaboration with the Procurement department, keep a record of service providers' performance and maintain an up-to-date database of relevant providers.
  - Coordinate with other NGOs operating in the same locations as TCC to share charter flights where appropriate.
  - Maintain a record of safety and maintenance documentation from contracted air charter operators.
  - Cross-train in the responsibilities of other Operations department staff in order to assist in duty coverage due to absences or position vacancies.
  - Perform other duties that may be assigned from time to time by TCC management.

**Person Specifications:**

- South Sudanese National only
- Completed college or University Diploma in Logistics, Administration or related field
- At least three (3) years of Progressive work experience over all from a reputable institution or NGOs.
- Strong organizational, multi-tasking, interpersonal, and communication skills.
- Strong computer skills (Windows, MS Office Suite programs, internet, email)
- Strong attention to detail.
- Team builder with excellent people skills; culturally sensitive.
- Fluent spoken and written English.
- Strong sense of personal integrity.
- Ability to perform under pressure and to effectively prioritize responsibilities.

**Application deadline: September 18, 2019.**

Only shortlisted candidates will be contacted, **Women candidates** are highly encouraged to apply. No original documents are required at this stage.

**For Interested candidates**, please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) Cover letter detailing how you qualify for this position by **to: HR Dept**  
Applications may be submitted either by:

THE  
CARTER CENTER



1. Email: **recruitment-ssd@cartercenter.org** (attachments in .doc or .pdf formats only)
2. Hand delivery to the TCC main office in Juba or any of the field hubs located in: Wau, Rumbek, Kapoeta or Nanyangachor.