

AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia

EXTERNAL JOB VACCANCY

BACKGROUND:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian–development divide to sustainably improve their well-being and standards of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Kajo-Keji, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong- Thok, Maban, Renk and Malakal.

AAH-I South Sudan Seeks to recruit a qualified South Sudanese National to fill the below position as detailed.

Job Title:	FIELD MANAGER (1 post)
Ref No.	AAH-I/UNHCR/-RENK/AUG/2024-001"
Reports to:	Project Manager
Liaises with:	Workshop Manager, Warehouse Manager, HR/Admin Coordinator, Finance Manager
Duty Station:	Renk, Upper Nile State, South Sudan
Contract:	Fixed term (12 months) extension subject to availability of funds.
Eligibility:	South Sudanese National only, Females are strongly encouraged to apply.



OVERALL JOB PURPOSE:

The Field Manager will lead field team to implement various logistics functions by ensuring that all activities of the warehouse, workshop and transport are performed professionally and in line with logistics SOPs. Field Manager will work closely with Project Manager to ensure that field operations are implemented & monitored in line with AAH-I policies and standards. Field Manager will represent project management in the area of responsibility to ensure that AAH-I vision, mission and values are met and promoted.

Key Duties & Responsibilities

- Plan and coordinate day to day logistic activities including transport, warehouse and vehicle workshop management as per AAH-I policies and standards
- Train and monitor supervised staff in order to perform their duties professionally
- Maintain knowledge of logistic requirements and ensure that all supervised staff adhere to AAH policies and procedures while performing their duties
- Organize periodic staff performance appraisals as per the rules.
- Plan, monitor staff leave implementation and share periodic leave reports with Operations Manager
- Ensure that AAH funds sent to the field are managed properly and reports sent to finance on time.
- Ensure that the base remains secure at all times (perimeter fence, entrances/exits, security lights, security guards), and that all security occurrences are reported promptly and in writing.
- Ensure that assets assigned to the field office are properly handled and asset list maintained as required
- Support in improving global project performance in terms of logistic operations.
- Prepare daily, weekly and monthly logistic reports as required by the donor
- Maintain auditable logistics and financial files (both hard and soft copy).
- Fulfil coordination and representation role at field level by ensuring that donors and other stakeholders are satisfied by our services.
- Maintain good relationships with local authorities
- Commitment to understanding, communicating and implementing AAH-I's vision, mission and values in the area of responsibility
- Any other duties as may be assigned by the line manager from time to time.

Expected Results

- The overall performance of the logistics operations maintained and Improved to the required standards
- Punctuality and discipline is observed within field staff
- Malpractices are avoided by all field staffs
- Assets under field office are properly handled and update list kept
- AAH-I funds well managed, vouchers sent on time and reports available
- Periodic reports accurate and submitted timely
- Staff leave organized and monitored.
- Staff appraised on time as required
- Field Logistic files well organized and auditable
- Donors and other stakeholders satisfied



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Qualifications

- University degree in Logistics Management or Diploma in Mechanical Engineering or comparable technical training.
- Minimum 4 years professional experience in the logistics field.

Skills and Competencies

- Experience in Logistics management or in mechanical workshop management
- Integrity, confidentiality, good interpersonal and team skills
- Ability to complete a complex variety of tasks in an organized manner and to quickly change and adapt to new priorities
- Ability to communicate with all levels (staff, donors, stakeholders), orally and in writing
- Ability to use Microsoft Office packages & any logistic management system
- Ability to take initiative and work independently

SAFEGUARDING:

- Children and vulnerable adults who come into contact with AAHI as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

ACCOUNTABILITY WITHIN AAHI:

- Alongside our safeguarding policy, AAHI is an equal opportunities employer. we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.
- Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
Report any concerns about inappropriate behavior of AAHI staff or partner.



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APPLICATION INSTRUCTIONS

To Apply:

1. Complete the AAH-I Job Application Form:

- a. Follow the provided instructions and format the completed form as a PDF.
- b. The application form [AAH-I_JOB APPLICATION FORM-Template 1-November 2024_For On line Completion](#) can be downloaded on line and completed.

or obtained the Job application form [AAH-I - JOB APPLICATION FORM-Template 1-November 2024_For Free Hand Completion](#) from AAH-I offices in Renk and other field locations.

- c. Free handwritten completed Job application forms MUST be fill in clear and readable handwriting.

2. Submit Your Application:

- a. Compile the completed job application form, a one-page cover letter, clear photocopies of non-returnable academic documents, and a copy of your national ID into one zipped folder.
- b. Email the zipped folder to recruitss@actionafricahelp.org or deliver it by hand to the AAH-I offices in Renk or Juba, located in Upper Nile State and Central Equatorial State at Hai Gabat, UNHCR/AAH-I Logistics Base, respectively.
- c. The deadline for submission is **5:00 PM CAT on 17th December 2024**.

"Since this post is urgently needed, the short listing process will begin before the closing dateline".

3. Additional Instructions:

- a. Clearly indicate the position in the subject line of your email as follows: "Field Manager - **AAH-I/UNHCR/RENK/AUG/2024-001**."
- b. Applicants submitting their applications by hand must register and sign before leaving the delivery point.
- c. Only candidates who meet the shortlisting criteria will be contacted for an interview

