



World Vision®

***Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children***

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is condition upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision International - South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

Job title: Zonal Administration and Liaison Officer.
Reporting to: Zonal Program Manager
Location: Kuajok
Availability: As soon as possible

Purpose of the position:

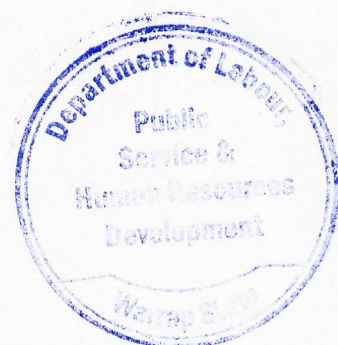
The position holder will provide leadership oversight to the administration function and government relations, ensuring a high level of customer service delivery at the state government, zonal (Kuajok) office, and field offices. The position holder will provide technical guidance and management support for implementing effective, accountable, and customer-focused administrative functions. The position holder will implement planning, tracking of Assets and reporting, which facilitates smooth operations.

ROLES AND RESPONSIBILITIES:

Leadership and Capacity Development

- Provide leadership to the Greater Bahr El Ghazal zone-based administration staff, ensuring competent and motivated teams are hired and retained for efficient delivery of services
- Ensure professional development of Greater Bahr El Ghazal-based administration staff through orientation, on-the-job coaching, and mentoring, identification of training needs, and succession planning.
- Ensure WV administration policies and procedures are understood and adhered to by staff
- Model Christ-centered servant leadership and support the spiritual development of the team.

Assets Management



- Ensure World Vision South Sudan's assets in Greater Bahr El Ghazal are well secured, monitored and managed by WVI policies and procedures
- Monthly and other reports are prepared and shared with the administration coordinator/manager and the ZPM
- Supervise the updating of Fixed and non-Fixed Assets Register daily in the Greater Bahr El Ghazal offices;
- Undertake physical verification of assets to update Fixed and Non-fixed Assets Register on a bi-annual basis;
- Ensure all assets are tagged;
- Monitor the status of assets and advice regarding repairs or disposal.

Real Estate Management (REAM)

- Facilitate the proper planning and approval from authorities for construction or lease of any asset, i.e., land, buildings, water point, etc.
- Ensure proper records are maintained to document WV's ownership or title lands or buildings clearly
- Design and implement a maintenance regime for offices and team houses
- Ensure compliance with fire, safety, insurance and local other regulatory requirements for buildings
- Monthly real estate management report shared with administration manager and the ZPM
- Manage a team of support staff, ensuring team house supplies are in place;
- Plan office supplies requirements and facilitates the purchase of these goods every month;
- Monitor maintenance of generators, Solar's, and office equipment as per approved procedure and policy;
- Track payment of office and team house rent, electricity, water, and garbage collection and promptly process payment of the same.
- Lead the process of contract renewal for World Vision facilities.

Offices and Team Houses

- Ensure the overall management of the operation of the team houses and offices.
- Enforce Health and Safety regulations and ensure the team house is a safe environment for all.
- Ensure Standard Operating Procedure (SOP) implementation in all departments and check the same during routine operational checks.
- Prepare MOUs with Partners and monitor the purchase requisitions, the accounts receivable (collection from debtors) and the accounts payable (payable to the vendors/suppliers etc.) for the team houses

Legal Requirements and Contract Management

- Ensure lease agreements, service contracts, and other legal documents relating to lease, rental of assets and services are in order
- Well-functioning system in place for monitoring and renewal or termination of contracts
- Monitor service contracts, ensuring timely renewal and processing of invoices and payments as required;



- for Monitor service contracts and lead the process of contract renewal and processing of invoices and payments as required;
- Monitor payment of office and team house rent, electricity, water, garbage collection and for timely payments by agreement
- Coordinate with the administration /coordinator/manager and the ZPM on contracts and other legal issues relating to the administration

Ensure effective, customer-focused air travel and accommodation function:

- Coordinate booking of domestic flights for visitors and staff;
- Coordinate booking of accommodation for visitors and staff;
- Book and process payment to the hotel, conference venues, etc. in support of operations;
- Receive, log and distribute all incoming local/International correspondence (parcel, deliveries, etc.);
- Collect administration documents, dispatch and track to Juba as needed;
- Maintain a well-organized filing and documentation system;
- Identify existing processes and procedures and lead efforts to plan, implement and monitor improvements
- Oversee administrative arrangements for staff and visitors' travel
- Ensure good image of WVSS through the quality of reception and cleanliness of office and guest house premises
- Effectively plan for office and team house supplies requirements and facilitate timely replenishment
- Reception of visitors per expected office standards
- Ensure timely monthly payment of staff air time credit.

Risk Management and Controls

- Collaborate with the administration manager and the ZPM and contribute to the development of policies and procedures for the administration
- Ensure compliance with administration policies and procedures
- Facilitate staff to understand administration policies and procedures
- Develop and recommend cost efficiency measures relating to assets utilisation
- Ensure reduced audit findings relating to the administration and timely implementation of audit recommendations
- Identify existing processes and procedures and lead efforts to plan, implement and monitor improvements
- Identify and implement continuous improvement processes for administration
- Ensure compliance with local laws and WVI policies regarding the insurance of assets
- Ensure compliance with a clean desk and office policy
- Ensure compliance with the WVSS travel policy

Qualifications: Education/Knowledge/Technical Skills and Experience





The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- University Degree in Business Administration or an equivalent.
- Knowledge of Arabic communication skills is an added advantage.
- Strong capacity-building and facilitation skills
- Cross-cultural sensitivity, flexible worldview, emotional maturity, and physical stamina
- Ability to work in and contribute to team-building lying environment
- Ability to maintain performance expectations in psychologically stressful environments and physical hardship conditions with limited resources

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application using link provided below.

Indicate the position you're applying for in the subject line.

Duration	18 th December 2023 to 29 th December 2023
Click this link/copy this to the browser & apply	https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/Kuaiok-South-Sudan/Zonal-Administration-and-Liaison-Officer_JR27533

The online open vacancy will automatically close on the date and time indicated. Any attempt to apply after the deadline won't go through.

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

World Vision is a child-focused organization that is committed to safeguarding all children as well as adult project participants and has zero tolerance for incidents of violence or abuse against children or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work. Therefore, World Vision does not hire staff whose background is not suitable for working with children or vulnerable adults, even if their role does not interact directly with them.

Disclaimer: World Vision in South Sudan is a reputable organization that values transparency and fairness in its recruitment process and does not solicit any money for any job application. We encourage all job seekers to be cautious of any job ads that require payment or personal information upfront. If you have any questions or concerns about our job ads or recruitment process, please do not hesitate to contact us directly.

Labour Card is one of the requirement
Come to Labour office warrap state Kuajok

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18-12-2023-

