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Approved
15-11-2021

MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN
15 NOV 2021

VACANCY ANNOUNCEMENT

Position: Roving Field Office Administrator
Reports to: Operations Manager
Duty Station: Juba and different INSO Field Offices
Start Date: 01st February 2022

INSO does not charge fees of any kind at any stage of the recruitment process (i.e., during the application process, interview meeting or training), and will not ask for employee information or bank account details, until a contract has been signed.

Please note that Incomplete applications and those not respecting the application process procedures as indicated in "How to Apply" will be automatically discarded.

Organization Background

The International NGO Safety Organisation (INSO) is an international charity that supports the safety of aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services including real-time incident tracking, analytical reports, safety related data and mapping, crisis management support, staff orientations and training.

INSO services help NGOs with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions.

The strong focus on humanitarian principles and exclusive NGO-only membership criteria have meant that INSO is now accepted as a standard component of modern humanitarian response offering independent frontline reporting and coordination services that save lives, strengthen operational practice, and enable humanitarian access.

Today the organisation provides daily support to more than 1000 NGOs in 18 of the world's most insecure countries and has earned a strong reputation for performance, principles & professionalism

INSO South Sudan

INSO South Sudan launched operations in 2018 and currently assists 236 NGO partners in South Sudan. The programme provides the NGO community with tailored safety support through three main services: Capacity Building (provision of training to humanitarian workers); Information and Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support during crisis and critical incident management).

Job Summary

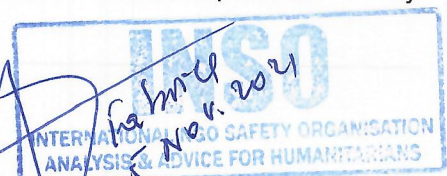
The role of the **Roving Field Office Administrator** will be to support field offices on any Human Resources, Administration, Procurement, and Logistics functions within INSO South Sudan. S/he will report directly to the **Operations Manager**. S/he will work closely with the Finance, Logistics and HR team in Juba and the Safety Advisors and Deputies in the field locations. The role involves regular travels within South Sudan regions including but not limited to Wau, Rumbek, Yambio, Bor, Bentiu, Malakal etc. when not in travel, the duty station of the incumbent will be in Juba office but supporting the field office remotely.

Major Responsibilities

- **Local procurement:** ensures that goods and services are procured at a good value for INSO and following INSO's procurement policies. Ensures good working relations with main suppliers at local level and coordinate with Juba logistics.
Maintain a supplies stock for field locations.
- **Travel arrangements:**
 - Supports travel arrangements, including (but not limited to) facilitating Field staff visas in the field, staff visiting the Field locations and needing such services.
 - Organizing flight and hotel bookings when required for staff local travel in coordination with the HR Officer in Juba.
 - Organise Cargo transport from/to Field location.
 - Assist the Safety Advisor with travel and accommodation arrangement from around the regions if that need to be.
 - Arrange for transportation of field staff in remote locations and anticipate the need by consulting staff on their movement needs to ensure no downtime in the transport means.
 - Ensure all needed paper works are valid before any travel (Visas, registrations, work permits, travel clearances if needed, communication equipment movement clearances...)
- **Provide office support services to ensure efficiency and effectiveness within the INSO offices**
 - Maintain service contracts in coherent and accessible manner.
 - Liaise with the landlord on any maintenance, and other agreed services to ensure the office premises is in good shape and properly maintained (Plumber, electricity, minor works, etc) and that it is always running smoothly and clean.
 - Assist the Safety Advisors or deputies in the field locations in maintaining an adequate inventory of office supplies, sundry, and consumable items.
 - Ensure that any asset assigned to Field staff or offices are documented, tagged, and recorded as such and also properly maintained.
 - Ensure all office administration (contract renewal, registrations/agreements, permits, clearances, ...) is carried out on time.
 - Ensure all field offices bills/invoices are acquired and presented for payment on time.
 - Support the logistics officer in any procurement tasks that relates to Field locations.
- **Support to HR/Administration management:** In close collaboration with the Safety Advisors and the HR Officer in Juba, the Field Office Admin shall:
 - Record all Field staff leaves and absenteeism and liaise with Juba HR Officer.
 - Ensure all INSO Field staff have staff IDs.
 - Ensure that the staff regulations and subsequent changes and policies are known to all INSO field staff.
 - Liaise with HR Officer for any issue of the health insurance is dealt with for Field Staff as needed.
 - In collaboration with the HR Officer, support in all administrative process for visas, registration papers, work permits, and other documents requested by the government for field international staff and whenever it is needed at the field level.
 - Ensure that the staff timesheets are properly filled and sent by email to the HR officer in Juba every month.
 - Collect Field Monitors work certificate, make sure they are validated accordingly and submit them at the end of the Month to Finance for payment.

support the Safety Advisors or DSAs to file in a consistent and accessible manner all auditable documents (CVs, leave records, disciplinary notes, hire notes, procurement documents...) and make sure copies are sent to Juba office.

Others: Support other admin-related work that relates to INSO operations as requested by his/her hierarchical supervisor



- **Communication**

- Follow-up with the registration/renewal of the authorization to use radios and sat phones with local authorities when and if required.
- Ensure radio frequencies (HF and VHF) quality and transmission capacity. Install and program frequencies in all type of radios when necessary.
- Maintain and supervise sat phone & VHF batteries status in good maintenance conditions.
- Process airtime to all the field staff.

- **Reporting:**

- Carries out weekly and monthly reporting to the Operations Manager on administrative, HR, logistics and procurement activities in the Field Locations.
- Immediately flag to the Operations Manager any issues or areas that need to be addressed.

Confidentiality

- Fully Comply with INSO Policies and Procedures.
- Observe and maintain confidentiality and safety of any documentation or procedures as outlined by INSO.

Mandatory Requirements

- South Sudanese National
- Bachelor's degree in business administration/logistics and procurement, HR/Finance educational or relevant working experience in the role with a minimum of a diploma.
- Office management experience
- Minimum 2 years in logistics, procurement, and administration
- Knowledge of NGO administrative, HR and logistical processes
- Computer literate (good knowledge of use of MS Office 365 package)
- Fluent in English (spoken and written)

Please demonstrate by concrete examples how you meet the above requirements in your application submission.

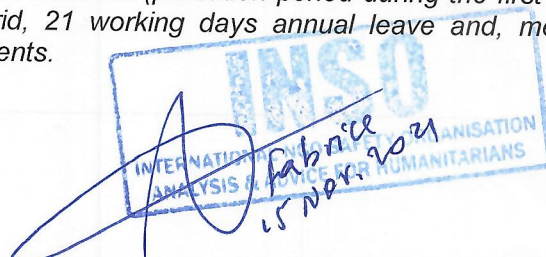
Preferred Characteristics

- Existing (relevant) local information networks and contacts in Wau, Rumbek, Yambio, Bentiu, Bor and Malakal
- Previous exposure to Field work in Humanitarian setting
- Organized and structured personality

Key personal Competences

- Attention to detail
- Excellent analytic skills
- Creativity and proactive attitude
- Excellent interpersonal and communication skills and ability to work in a multi-cultural environment
- High level of confidentiality and integrity
- Strong organizational skills, ability to handle multiple priorities in an autonomous manner
- Ability to work in a fast paced, multi-cultural and close-knit team to deliver tangible results on a deadline

Terms and Conditions: *Renewable Six months Contract (probation period during the first three months), salary according to INSO salary grid, 21 working days annual leave and, medical coverage for the employee and up to 4 dependents.*



INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process. As such, the following safe recruitment practices will be applied:

- All offers of employment will be conditional on receiving at least two satisfactory professional references.
- INSO will ask candidates about significant gaps in employment history or frequent changes of employer and address.
- All essential qualifications and relevant professional accreditations and memberships will be verified.
- The successful candidate will be required to provide a valid proof of identity (ID card).
- All new hires will receive an orientation in INSO's safeguarding policy and procedures and associated documents (Code of Conduct, Whistleblowing etc.).
- All new hires will be required to sign and abide by the Code of Conduct as a condition of employment.

How to Apply

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org by close of business on **02 December 2021**, with reference "**INSO Roving FOA**" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying, and what you hope to bring to INSO South Sudan (**1-page maximum**).
- Up-to-date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably work-related and from previous line managers)

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) with the initial application.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to our Juba office in Thongpiny, Florian Road (off Airport Road, near Kilimanjaro Apartments), **Plot No.479 Block 3k-South**, clearly indicating "**INSO Roving Field Office Administrator**" on the envelope.

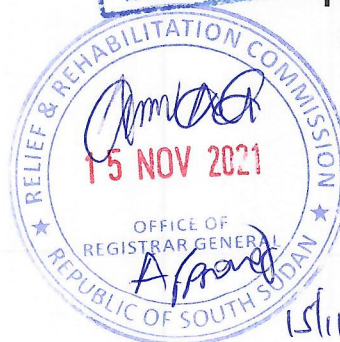
Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted.

Juba, 15 November 2021

On behalf of INSO South Sudan



Fabrice Amitié Lunda
Operations Manager



15/11/2021