



Approved



D/Labour

## Catholic Medical Mission Board

### Job Advertisement

### Administration Officer

**Position Title:** Administration Officer  
**Department:** Administration  
**Location:** Juba Office  
**Reports:** Administration manager  
**Deadline:** 16<sup>th</sup> October 2023

#### ABOUT CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. For further information on CMMB South Sudan, visit our webpage at [www.cmmb.org](http://www.cmmb.org).

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its Children And Mothers Partnerships (CHAMPS) program. CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide a continuum of care through integrated health services (MNCH, nutrition, WASH, Child Protection and GBV) and health infrastructure strengthening at the community, facility, County and State levels. CMMB also supports Health Information System strengthening through accurate and timely electronic systems, reproducing, and disseminating health registers and training of SMOH data clerks.

#### Job Summary

The Administration & Logistics officer is responsible for following Logistics services: Property and Store Management, Office Maintenance, and other Office Services in the most efficient and timely manner and to the standards and expectations of CMMB South Sudan staff and visitors. The incumbent will have thorough understanding of country & local legal procedures and specific responsibilities as mentioned below.

#### 1. General Administration and Logistics

- Regularly check on all office and internet equipment and furniture and ensure these are in good serviceable and functional conditions all times, are properly used and report to the Administration Manager on any malfunction. Maintenance of office and guest house and ensure timely payment of rent. Initiate office reparations and maintenance when indeed.



- Ensure that the office and guests are always kept secure, liaising with the security company to manage and schedule the guards, ensuring that appropriate security measures are in place and functioning, and overseeing arrangements for managing keys and locking up.
- Support Administrative Manager to coordinate logistics activities required to support new international staff, Interns and Volunteers ensuring that they are settled in Yambio office. Organize hospitality during their arrival. Managing the acquisition of legal documents like visa, work permit, ...
- Support Administrative manager to oversee all flight bookings for staff/visitors/cargo for the Yambio Office. Ensure that is done in a timely and efficiently manner and that staff are informed accordingly.
- Preparing payment for invoices related offices leasing, security and cleaning including internet.

## 2. Store Management and responsibilities

- Supervise the management of Yambio store including receipt, storage and issuance of office stocks. Ensure the Storekeeper is keeping an accurate record of all such stock movement.
- Ensuring that Storekeeper is issuing stock items only on the strength of duly approved stores requisition documentation and update the store bin card accordingly. Maintain orderly and safe filing of all store documentation.
- Receive goods that are delivered by suppliers ensuring that the correct goods have been delivered/received with accurate supporting documentation.
- Recording purchase orders with goods received, quickly addressing any problems or concerns and referring/communication as necessary.
- Ensure the Store is managed in accordance with policies and procedures and ensure records are correct, updated and produce the monthly report. This applies also to fuel management.
- Keep copies of all goods receive note, store requisition forms, transfer, waybills.
- Inform procurement staff of the arrival of goods and storing them safely until they are collected.





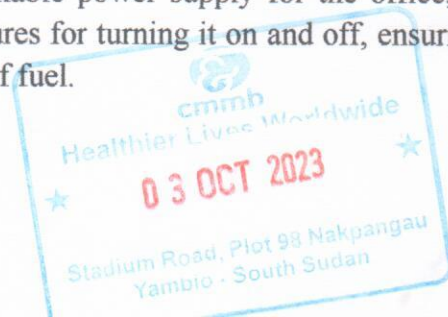
- Ensuring that goods and assets are delivered according to specification.
- Ensuring all CMMB Yambio stores are highly secured and well maintained, with up-to-date store cards, and well documented and filed waybills for movement of goods in and out of the stores, and a clear point person in-charge.
- Constantly undertake periodic spot-check of the store. Oversee periodic stock and asset level reviews.
- Implement CMMB procedures for recording/ documents assets and other goods received

#### 4. Assets management and responsibilities

- Physically receive all incoming goods and materials for the office and guest houses stores and cross check these against suppliers' waybill, delivery note and the original purchase requests/orders. Verify that there are no missing items and notify the Administration Manager if there are any missing, damaged, incomplete or improper items. Ensure the tagging of all furniture/equipment upon receipt.
- Keep track of movement of physical assets between locations and coordinate with Administrative Manager to update the register accordingly.
- Support periodic physical inventory verification exercises to ensure accuracy of records and location of property.

#### 5. Manage Yambio fleet vehicles and generators.

- Ensure that CMMB office vehicles, motorcycles and generators are fully serviced and mechanically sound; equipped with all necessary breakdown and safety equipment including a first aid kit.
- Co-ordinate with Administration & Logistics Manager to ensure that vehicles & motorcycles insurance renewals are made on time and that all other legally required paperwork (e.g., driver licenses) is in place.
- In collaboration with Logistics manager, supervise the drivers to ensure that they are carrying out their work fully and well and have a good level team spirit and motivation.
- Ensuring all vehicles and motorcycles always have relevant paperwork, are functional and every maintenance work is documented in detail and monitored over time, to ensure value for money.
- Manage the generator to ensure reliable power supply for the office, including training the team on correct procedures for turning it on and off, ensuring routine maintenance, and a reliable supply of fuel.



- Ensure all drivers receive regular support and training in the maintenance of organizational vehicles, trip reports from the vehicle logbooks are analyzed and reports submitted monthly to ensure proper use and advice on the cost effectiveness of the vehicles.
- Ensure monthly vehicles expenditure report, monthly fuel report and generator maintenance are done and submitted on monthly basis to the Administration & Logistics manager.
- Supervises the use of the generator and the solar system in Yambio and field offices as agreed with the supervisor.
- Update vehicles and generators files as required.
- Ensuring the country office fleet are off the road and always parked in a safe and secure place after working hours and no travels are concluded after 6:00pm South Sudan time.

#### **6. Security and cleaning Services Coordination**

- Supervise and manage the team to ensure that routine cleaning and maintenance of the office is made in timely manner.
- Supervise the cleaners' activities in offices and guesthouses, ensuring they are clean, safe, secure, and functional always for all staff, and that the use of these properties is in accordance with policies and procedures of the country office.
- Communicate and coordinate with security company.
- Communicate and coordinate with cleaning company.

#### **7. Managing staff**

- Communicating to the storekeeper, cleaners, guards a clear and exciting vision for the work of CMMB and for the role they play in the delivery of good service.
- Ensuring that each team member fully understands the outcomes that are expected of them and that they are aware on the relevant operating policies and procedures
- Ensuring the work is planned and organized in a way which will meet the needs of organization/partners in the most effective manner possible,
- Supporting team members to enable them to give of their best
- Monitoring and reviewing performance and in particular holding staff accountable for meeting the success criteria and delivering any improvement goals which have been identified, taking decision action in the case of poor performance.







- Do/perform other assignments reasonable associated with but not listed in job description as and when assigned by the supervisor. When necessary, support preparation of purchase requisitions

## **8. Relationship**

Administration staff, procurement and Finance, Program Staff including international staff, Interns and Volunteers. Security services company, cleaning company, local authorities

## **10. Technical skills**

Very good computer skills in MS excel, word and access.

## **11. Additional General Responsibilities**

- Be proactive in ensuring that CMMB's core values, Vision, Mission, Code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others.
- Take responsibility for personal performance, be accountable for own actions and decisions and be answerable for resulting consequences.
- Assists the Administration & Logistics manager in Preparation for audits; ensure that any corrective actions relating to External Administration are closed out in a timely manner.
- Carryout any other duties as requested by management/supervisor; ensuring that each task is carried out reliably and communicating quickly in case of any problems.

## **12. Profile Qualifications and Job Requirements**

- Bachelor's degree in business administration, Procurement & Logistics Management, or other related qualification from a recognized University required.
- Extensive knowledge in Microsoft Office Excel and Word.
- Excellent command of both written & spoken language. Desirable knowledge in Arabic language.
- Excellent communication skills, Relationship, & negotiation skills.
- Ability to multitask & handle pressure.
- Sound financial management knowledge with ability to understand financial procedures.
- Minimum 3-5 years' experience in warehouse management and asset management, fleet vehicles management and safety and security management.
- Knowledge of UN, EU and USAID assets compliance and regulations.
- Commitment to CMMB SS's work policies and standards as well as to humanitarian values.





- Strong organizational skills, good planning, and attention to detail with the ability to manage priorities, meet multiple competing deadlines, and work with minimal supervision.
- Honest and trustworthy & God fearing.
- Excellent team player and Ability to work under pressure and handle stressful situations with calm and objectivity.
- Self-motivated, flexible, and adaptable to the needs of the team and organization.

Comfortable seeking guidance and clarification in a timely manner as needed to succeed in

### **How to Apply:**

Interested applicants should submit their application together with resume/CV including telephone and email contacts of three (3) referees as well as your daytime telephone/cell phone contact number to [CMMBSouthSudanjobs@cmmB.org](mailto:CMMBSouthSudanjobs@cmmB.org) indicating the position and location you have applied for on the subject line of your email.

Please note:

1. Deadline for receiving application for this position is the 16<sup>th</sup> of October 2023
2. CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply.
3. Only short-listed candidates will be contacted for assessments.

