



Approved



CATHOLIC MEDICAL MISSION BOARD

JOB ADVERTISEMENT

JOB TITLE:	Administration and Logistic Manager (1 post)
LOCATION:	Yambio Western Equatoria State
REPORTING TO:	Finance and administration Director
Closing Date:	7 th December 2022

CMMB has been working in South Sudan since 2009, dedicated to providing effective and sustainable health solutions, with emphasis on the most vulnerable, namely women and children. As a catholic organization, CMMB also works closely with the catholic church in South Sudan, supporting their health programs in the target areas. With funding from a multitude of donors including PEPFAR, the United Nations, World Food Program, and private and church donors, CMMB has been able to support people affected by the effects of the protracted conflict in South Sudan, through strengthening the health infrastructure, extending health services to remote populations, and building the local health capacity for better services. CMMB is also engaged in supporting community health through increasing access to clean water, addressing nutrition needs and providing child protection and GBV services in the target areas.

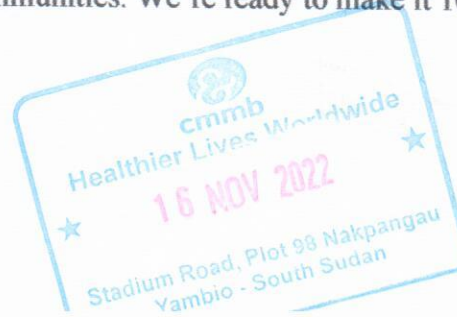
We believe in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities. We're ready to make it 100 more.

We believe change starts with her. We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – learn more.

We believe in people. We strive to live out our core values of collaboration, love, excellence and respect every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. Read more from our President & CEO below.

About CMMB

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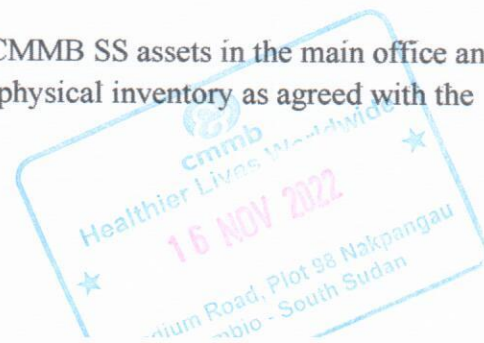
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Overview of the Role

The Administration and Logistics Manager is responsible for following Logistics services: Property and Store Management, Fleet Vehicles Management, Generator Management, Local Flights Booking, Office Maintenance and other Office Services. All 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 country legal procedures and specific responsibilities as mentioned below.

- 1. Coordinates international, national, and field travels for CMMB Expatriates Staff, Volunteers, and National Staff in accordance with the relevant policies and procedures.**
 - Updates information on obtaining South Sudan visas, permits and work permits to facilitate international & national staffs and volunteers' travel to and out of the country. Follows up on visa applications in-country and obtains extensions on time always, in accordance with the relevant immigration requirements.
 - Manage UNHAS and MAF CMMB accounts and the booking of field travels through UNHAS and MAF, ensuring passengers have full information of travel times, introduction letters or other requirements for travel, pick-up, and drop-off times.
 - Manages the booking of accommodation for staff travelling in-country, and ensures the related bills are cleared with Finance Department on monthly basis.
 - Ensuring the safety of staff when travelling in-country, especially on CMMB vehicles and taxi services.

- 2. Maintaining Country Office Assets and Utilities, ensuring their security, safety, and functionality as relevant, in all departments, offices, stores and guest houses. Submit regular reports as agreed to the supervisor.**
 - Maintaining an up-to-date database of all CMMB SS assets in the main office and all offices and guests, undertaking regular physical inventory as agreed with the





supervisor, and ensuring any change in use or location of such inventory is recorded promptly.

- Maintaining all utilities in the Country office and field offices, ensuring daily functions are not interrupted necessarily or for any long period of time that affects planned activities.
- Following up with the police on any lost or stolen inventory, with the permission and guidance of the supervisor, and updating the country office regularly on the process and outcome.

3. Manage offices and guests facilities. Ensuring an appropriate standard of health, safety, security, and environment is always maintained.

- 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.
- Maintaining all Country Offices and guesthouses, ensuring these 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. Routine maintenance is carried out, to keep properties in a safe and attractive condition, liaising with landlords as required.
- Commissions and supervises the basic maintenance of premises (office and guesthouse) like little repairs where these are not covered in the lease agreements, or where it is CMMB's responsibility with the approval of the supervisor or the Country Director.
- Liaise with the vendors of outsourced services (security, cleaning, etc) to ensure that a high quality of service is provided to CMMB South Sudan staff and that good relationships are maintained.
- Ensuring all CMMB 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.
- Work with the IT Consultant to update IT equipment and support Country office on the enforcement of related policies and procedures, as well as supervising related maintenance/replacement for a smooth service to the Country Office.
- Work with HR to ensure all assets in the custody of an individual staff or project are cleared, resigned, or handed back to the donor in compliant with the relevant procedures and related documents filed appropriately.
- Manage CMMB's assets, carrying out the annual physical verification procedure and maintaining the asset register.



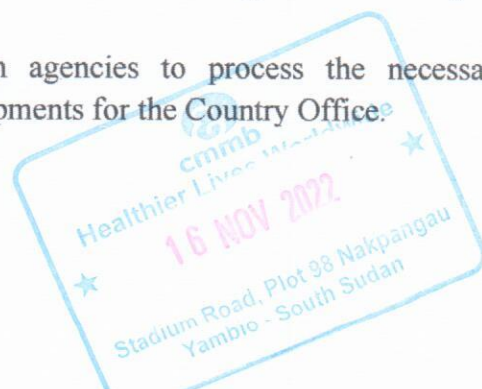
- Organize any required maintenance, replacement, or disposal of assets in collaboration with the Supervisor
- Liaise with the finance department to ensure that payments are made to vendors associated with Facilities and Transport services.

4. Manage Country office fleet vehicles and generators

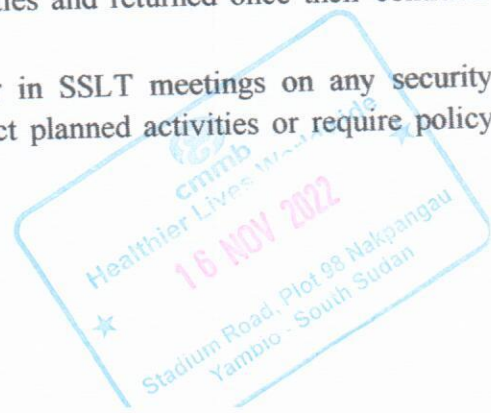
- Ensure that country office vehicles and generators are fully serviced and mechanically sound; equipped with all necessary breakdown and safety equipment including a first aid kit.
- Ensure that vehicles & motorcycles insurance renewals are made on time and that all other legally required paperwork (e.g., driver licenses) is in place.
- In collaboration with Logistics Assistant 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. 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.

5. Logistical and Administrative Support for the smooth functioning of the Country Office.

- Working with Government and church agencies to process the necessary exemptions and permits for in-coming shipments for the Country Office.



- Coordinate with the lead person organizing the shipment, the shipping agency and HQ, ensuring all involved are kept updated and provide the necessary information on time.
 - Ensuring the movement of medicines, equipment and other goods donated to the field office by partners in Juba, ensuring they arrive in good condition and in the correct amount, and are appropriately stored.
 - Providing new staff with their workstations and the necessary equipment subscribed in their brief, to enable them carry out their assigned duties for the agreed period of employment. This includes the CMMB ID, email address, keys/spares, staff contact lists and related policies and procedures briefing.
 - Arranges for and ensures data back up with the IT consultants, for both the staff in Yambio and those outside Yambio.
 - Prepare and share Admin reports concerning the activities being managed, as requested by the supervisor.
- 6. Play the key role of Safety and Security Focal Person at Country Office level.**
- Act on behalf of the Administration and logistics Manager as safety and Security Focal Person, while on annual leave and support the Country office in security management, serving as the security contact and security incident reports
 - supervisors always involved, always ensuring confidentiality.
 - Monitor and manages fire extinguishers fixed in CMMB offices and guest houses and ensure they are refilled as recommended by services providers
 - Take a lead in organizing CMMB staff fire extinguishers training
 - Supervising the guards in all offices, ensuring their functions continue in accordance with the contract signed and the Country Office is always in safe hands. And where issues are noted, contact the Supervisor for further advice.
 - Assists the Administration and logistics Manager to follow up on any security incidents involving staff, organizational assets, or leased/rented assets, ensuring the incident report is generated and submitted, and next steps are agreed with the Country Office Management.
 - Accompany travelling staff to the airport and ensure a smooth immigration process, safely getting them on the flight for departure before leaving the airport.
 - Supervise the use of IDs, email, and the internet by staff, ensuring these are only used in the dispensing of their official duties and returned once their contracts expired.
 - Acting on behalf of the Admin Manager in SSLT meetings on any security concerns, including where these may affect planned activities or require policy review.



7. 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 manager in Preparation for audits; ensure that any corrective actions relating to External Administration are closed out in a timely manner.
- Carry out other errands as requested by management; ensuring that each task is carried out reliably and communicating quickly in case of any problems.

Profile Qualifications and Job Requirements

- MBA or Bachelor's degree in Business Administration or an equivalent qualification
- Five years' experience in warehouse management and asset management, fleet vehicles management and safety and security management.
- Experience in developing administrative systems and user-friendly procedures, for easy adherence by all staff in the Country Office.
- Knowledge of UN, EU and USAID assets compliance and regulations.
- Excellent computer skills in of Microsoft Office Excel and Word as well as ability to work with database programs such as Microsoft Access, tailoring it to the required needs.
- 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 without constant supervision
- Honest and trustworthy with excellent negotiation skills.
- 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
- Ability to meet deadlines and prioritize workflow.
- Comfortable seeking guidance and clarification in a timely manner as needed to succeed in the role.
- Clean vehicle driving license.





- Good communication skills both oral and written including good interpersonal

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@cmmmb.org indicating the position and location you have applied for on the subject line of your email. Alternatively, you can submit a hard copy to our offices at the following address in Yambio:

Please note:

1. Deadline for receiving application for this position is the 7th of December 2022.
2. CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply
Only short-listed candidates will be contacted.

