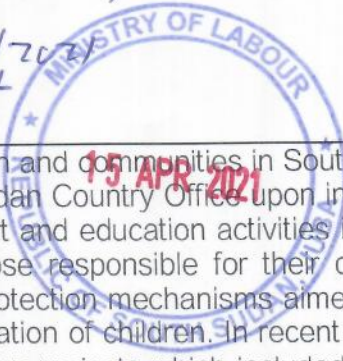


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 Approved by  
 MGI  
 15/4/2021  
 [Signature]



## EXTERNAL JOB OPENING

War Child Holland has been working with Children and communities in Southern/South Sudan for 17 years since 1998, and established a South Sudan Country Office upon independence in 2011. War Child's Child protection, psychosocial support and education activities in South Sudan focus on supporting the resilience of children and those responsible for their care during and after conflict and reinforcing community-based child protection mechanisms aimed at preventing rights violations, with the active and meaningful participation of children. In recent years, War Child has implemented various child protection and education projects which included (a) establishing child friendly and safe learning spaces (b) Supporting youth and families in improving their livelihood and income-generating potentials through capacity building activities; (c) increasing access to education, particularly the participation of girls by addressing barriers to education and promoting behavioral change amongst families and communities; and (d) supporting teacher training and development through a tablet-based learning methodology.

War Child Holland's programme in South Sudan is anchored on a rights-based and community development approach, War Child Holland utilizes participatory methodologies with the overarching goal of empowering communities and individuals as 'change agents' capitalizing on their own inherent capacity and strength.

Job opening	Logistics/Admin Assistant
Position open for:	External Advert
Advertisement date:	16 <sup>th</sup> April, 2021
Duty Station:	Juba
Reports to	Operations Manager
No. needed	01
Duration of contract	One year with possibility of extension
Grade	C - Scale
Start Date	ASAP
Closing date:	07 <sup>th</sup> May, 2021

### General Purpose of the role

Support the Operations Manager in ensuring that day to day logistics and administration duties of WCH in South Sudan is office functions efficiently and effectively. Assists in ensuring that logistical supporting processes are running effectively and efficiently to support programme staff and partners to carry out the War Child Programmes.

### Position in the organization

The Log/Admin assistant reports hierarchically and functionally to the Operations Manager. This position maintains a functional line regarding Admin/logistical issues with the Logistics and Administration officers at country and field offices.

### Result Areas/Specific Job description

#### 1. Administration

- To carry out day to day administrative duties in office
- To support logistics and security manager in liaison with government ministries on war Child Holland registration and legal administrative requirements to ensure compliance
- Oversee the use of office consumables (stationery, toiletries etc.) and enforced established systems to combat wastage and abuse.
- Ensure that drinking water and other office supplies are supplied regularly to the office.
- Manage the issuance of stationery and consumables to staffs and visitors as well as prepare stock and inventory reports.
- Account for float issued to logistics department and make periodic reports.
- Ensure the office is safe and secure, monitoring and maintaining health and safety

- requirements
- Make bookings and provide logistical support for workshops and training.

## 2. **Visitors and Travel management**

- Responsible for making timely staffs and visitors travel bookings, and purchase of airline tickets.
- Process, obtain and give accurate information and advice to facilitate issuance of Visa.
- Request payments for flight tickets and office consumables.
- Support visitors by ensuring that, they are correctly received, timely airport pick up and arrange for hotel accommodation.

## 3. **Accommodation and facility management**

- Ensure adequate support in the management of guest facility.
- Closely monitoring and restocking of guest house needs and supplies provision.
- Perform any other assignment reasonably associated with, but not limited with the job description when assigned by the supervisor.

## **Requirements**

### 1. **Education Qualifications.**

- High school Diploma, or advanced level certificate.
- Knowledge of Logistics and administrative systems.

### 2. **Work Experience**

- A minimum of 2 years of relevant working experience in logistics department, preferably with an (I) NGO are encouraged to apply.

### 3. **Skills and Competencies**

- Good communication skills
- Eye for detail, high level of accuracy
- High level of Microsoft excel skills
- Knowledge of safety rules
- Flexibility, reliability and trustworthiness
- Oral Arabic and written English skills
- Ability to effectively present information and respond appropriately to questions

***Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.***



**Note:** Female candidates are highly encouraged to apply.

### **How to apply:**

Application letters along with an updated **three paged CVs** with details of three most recent referees, copies of certificates and National ID and be delivered to **War Child Holland Office-HR Department**, you can also drop by email to [info.ssdco@warchild.nl](mailto:info.ssdco@warchild.nl).

The position **“Log/Admin Assistant”** must be clearly indicated in your subject line of email or on the envelope

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback/notices to none shortlisted applicants.

**War Child Holland South Sudan values your applications, however, only shortlisted candidates will be contacted.**

