

CATHOLIC MEDICAL MISSION BOARD
JOB ADVERTISEMENT

Director of Labour

JOB TITLE:	Administration and Logistic Officer (1 post)
LOCATION:	Yambio Western Equatoria State
REPORTING TO:	Administration and Logistic Manager
Closing Date:	13 th October, 2022

About CMMB

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 PEPFER, 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.

Overview of the Role.

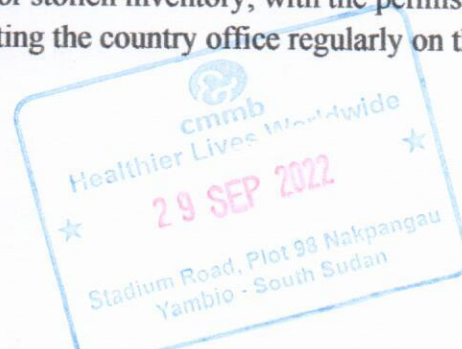
The administrative and Logistic Officer is responsible for the following logistic services: Property and store Management, fleet Vehicles Management, Generator Management. Local flights Booking, Office Maintenance and other office services, Focal person for Safety and security, all in the most efficient 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.
 - Updates the information on obtaining the relevant Covid-19 tests for expatriates, international and national staff travelling in or out of the country.
 - Prepares and ensures the welcoming of each new national or expatriate staff visiting the country office, including sending a welcome pack that includes arrival and pick up information and contacts; security information; contact details for security advice while in-country, relevant addresses and numbers for the country office, health services, police, taxi; hotel bookings and onward travel information as relevant.
 - 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.
 - Advising the Country Office on all assets that should be insured and processing the insurance of all fleets, including motorbikes, as per Country Office policy.
 - 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.

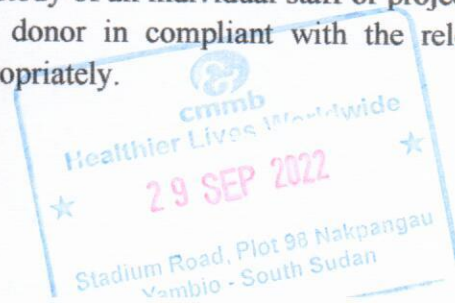




- Obtaining information on donor compliance on the use and transfer of title for every asset above \$500.00 USD, ensuring these are strictly abided by and related documents filed and maintained for ten (10) years.

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

- Manage the process of identifying, assessing, and letting appropriate office and guest facilities; ensuring that good value for money is achieved by CMMB South Sudan and a standard acceptable to the staff is provided.
- 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.
- Ensuring leases are renewed in a timely manner. Preparing and processing the rent contracts for all premises in the country office, ensuring all support documents are obtained and filed, all conditions agreed are met and all negotiations are done in a manner the cost is effective and beneficial to the Country Office.
- 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.
- Organise any required maintenance, replacement, or disposal of assets in collaboration with the Supervisor and the Country Director.
- 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 licences) 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.
- In case of a humanitarian emergency, liaise with the supervisor to hire additional drivers & transport as required to meet the demands of the emergency.
- 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.

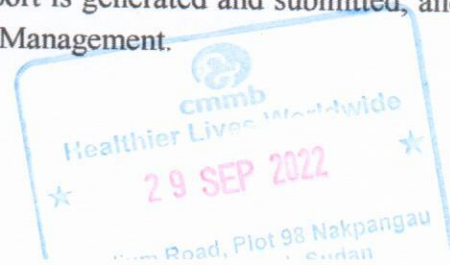


5. Logistical and Administrative Support for the smooth functioning of the Country Office.

- 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.

- As safety and Security Focal Person, support the Country office in security management, serving as the security contact and security incident reports manager for the Country Office.
- Monitoring security incidents on regularly used roads and ensure it is safe to travel before commissioning any trip. Where necessary lease with the UN's DSS unit and organizations like INFO in Juba and keep the Country Director and supervisors always involved, always ensuring confidentiality.
- Manager 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.
- Where staff need to work into the late hours for any official reason, and where this is approved by their manager, ensure their safe return home or to their guest house/hotel.
- 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.
- Take responsibility for ensuring personal safety and security; giving due care and consideration to the impact of personal decisions on the safety and security of others
- 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.
- Informing the SSLT meetings on any security concerns, including where these may affect planned activities or require policy review.
- Implement all aspects of the Country Office Risk Management framework relating to External Admin Support.

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.
- Prepare for and support 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

- 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.

How to Apply

Interested applicants(South Sudanese National) 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 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 13 of October 2022.**
2. **Candidates are therefore encouraged to apply immediately.**
3. **CMMB South Sudan promotes gender equality and encourages qualified female candidates to apply.**
Only short-listed candidates will be contacted.

