



Approved  
JTA  
2021

## VACANCY ANNOUNCEMENT

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 9 countries: Kenya, South Sudan, Nigeria, Pakistan, Cambodia, Tanzania, Uganda, Somalia, Haiti. Action Against Hunger-USA has over \$110 million in programs, and approximately 2000 staff based in the various country offices and the three Head Quarter Locations of New York City, Washington D.C and Nairobi. Additional growth is anticipated.

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the position of **MET Log Admin Officer** -01 position.

Position open date: **February 23, 2021**

Closing date: **March 8, 2021**

Expected Start date: **April 1, 2021**

Contract Duration: **1 Year.**

Location: **Juba/Roving**

### **PURPOSE AND SUMMARY OF THE POSITION**

Log/Admin Officer will provide sufficient and timely support to MET department (Deployments) in all areas related to Logistics, Finance and Human Resources in accordance with the Action Against Hunger standards.

The Log Admin will provide direct support to the teams deployed in the field in verifying that;

- ❖ (a) HR policies and procedures are followed in recruitment, daily worker engagement, daily worker rates, attendance sheets and working hours for both deployed staff and daily workers
- ❖ (b) Ensure that Finance procedures are followed in the field by verifying supporting documents for transactions, checking taxes, confirming supporting documents for all payments and provide trainings to field team, follow up for submission of monthly Accountancy, review against accompanying support documents to ascertain correctness and compliance with standard Action Against Hunger Internal Controls before each month closure.
- ❖ (c) Take lead to ensure that Logistics policies are strongly followed in the field i.e. use of vehicles, signing of log sheet, verify if requested items is delivered to the field etc.

### **TASK & RESPONSIBILITIES**

Under Direct Supervision and Guidance of Finance Head of Department, the Log Admin Officer's Responsibilities will include but not limited to the Following.

#### **Objective 1: Human Resource:**

- ❖ Work closely with team leaders in preparation of all HR documents required for deployment.
- ❖ Verify the number of daily workers required in a deployment
- ❖ Prepare ID cards for the daily workers.

- ❖ Issue daily worker contracts to the casuals and file signed copies.
- ❖ Follow up with Team leaders to ensure that RRFs reflects the true number of daily workers required.
- ❖ Induct daily workers on Action Against Hunger code of Conduct and PSEA.
- ❖ Conduct spot check on HR related issues in the field and share findings.
- ❖ While in Juba, collaborate with HR team and monitor HCN leave, timesheet are consistently filled and filed, as well as the 10 monthly minutes conversation, etc.

### **Objective 2: Finance:**

- ❖ Coordinate realistic monthly Cash management and reinforce procedures by observing applicable internal controls, Donor Rules & Regulations during each deployment
- ❖ Oversee maintenance of optimal cash levels through realistic monthly treasury forecasts based on identified program needs within bases of operation to facilitate planned activities implementation.
- ❖ Verify payments/supporting documents in all deployments
- ❖ Oversee proper recording of all financial transactions supported by validated and fully authorized payment requests.
- ❖ Ensure scheduled Cash Counts are documented and filed every Friday and on close of each month.
- ❖ Follow up on the deployment accountancies to ensure timely submission together with scanned support/hard copy documents to Juba Finance department by 3<sup>rd</sup> each month following closure.
- ❖ Follow up on all project advances for Emergency department.
- ❖ While in Juba, collaborate with finance team and make sure the accountancy files justifications are consistent to accountancy report, etc.

### **Objective 3: Logistics:**

- ❖ Strengthen Logistics procedures in all deployments.
- ❖ Conduct inventory for all items at the emergency bases
- ❖ Support in packaging of items in the warehouse as per SROs received.
- ❖ Liaise with local suppliers to verify quality of products in the field/ conduct market assessments.
- ❖ Verify the delivery of items during deployment
- ❖ Support in providing security updates when required.
- ❖ While in Juba, collaborate with Emergency Logistic team on stock follow up, inventory, SRO treatments, etc.

### **GENDER EQUALITY COMMITMENTS**

- ❖ Fostering environment that supports values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA and procedures.



## INTERNAL & EXTERNAL RELATIONSHIPS

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|-----------------|--|
| <b>INTERNAL</b> | <ul style="list-style-type: none"> <li>❖ <u>MET PMs/DPMs</u>: -exchange of information and Provision of Support.</li> <li>❖ <u>Other Heads of Departments</u>: collaboration – exchange of information</li> <li>❖ <u>MET, HR and Logistic heads</u>: exchange of information and collaboration on Departments matters</li> <li>❖ <u>Head of Finance Department</u>: hierarchical relationship (report to) - technical support - exchange of information and close collaboration on reporting.</li> <li>❖ <u>Deputy Manager, Compliance &amp; Audit</u>: Technical Support and Exchange of Information</li> </ul> |
| <b>EXTERNAL</b> | <p><u>Sectorial governmental and non-governmental stakeholders</u>: partnership, technical exchange or experience sharing, coordination, training, participation in meetings</p> <ul style="list-style-type: none"> <li>❖ <u>Donors</u>: on Human Resources/Finance and Logistics matters or as representative of Head of Finance Department.</li> </ul>   |

## DELIVERY

Travel to all locations of deployment and ensure policies are procedures are followed, strengthen and emphasize adherence of AAH system in place through spot check, refresher training and sharing reports on all deployments

## POSITION REQUIREMENTS

### QUALIFICATION

- ❖ Bachelor's degree in Finance and HR Management or related discipline preferred
- ❖ Atleast 1 Years Progressively responsible experience in human resources management, Logistics and administration or related area with INGO is required.

### SKILLS & EXPRIENCE

|                  |  |
|------------------|--|
| <b>ESSENTIAL</b> | <ul style="list-style-type: none"> <li>▪ Good communication skills (both oral and written) and excellent command of English</li> <li>▪ Ability to work in a multi-disciplinary and multi-cultural environment</li> <li>▪ Good analytical skills and organizational capacity</li> <li>▪ Good presentation skills and interpersonal skills</li> <li>▪ Ability to build rapport with employees</li> <li>▪ Ability to work under tight deadlines and to share relevant information</li> <li>▪ Conflict-management and mediation skills.</li> </ul>       |
| <b>PREFERRED</b> | <p><i>Functional Competencies (required)</i></p> <ul style="list-style-type: none"> <li>▪ Proven experience as a Finance Officer or similar in an NGO</li> <li>▪ Minimum 1 years of professional experience in the same field of expertise</li> <li>▪ Commitment to Action Against Hunger Charter and Values</li> <li>▪ Working experience in remote areas with basic living condition</li> <li>▪ Proven experience of Human resource management is an added advantage</li> <li>▪ Computer skills, EXCEL and WORD proficiency is required</li> </ul> |

To apply, please! Send your cover letter, Nationality Identity Card, CV with three professional References and Copies of all Academic Documents to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **MET Log/Admin Officer** : as the tittle of your email.

The deadline for receiving applications is **Monday March 08, 2021 at exactly 4:00 PM**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact through email or Phone.

"For Now, Hard copy Applications are not allowed"

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are strongly encouraged to apply"

"Applications sent after the Deadline shall not be considered"

"Any Applications sent without the required Attachment (Nationality Card for clear Identification of the Candidates Nationality) will automatically be discarded"

Applications Documents Received shall not be returned to the Candidates hence, do not attach Original copies of your Academic Documents.



23/02/2021