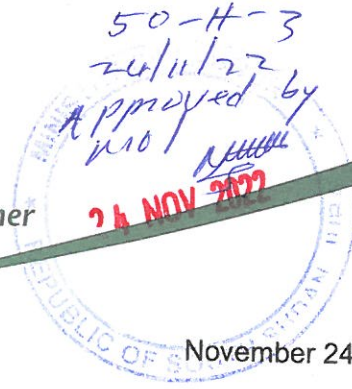




Your trusted business partner



November 24th, 2022

Administrative Assistant/ logistics officer- Headquarters

Background

Kush Bank Plc, established in 2012, is a fully licensed commercial bank, capitalized per the Bank of South Sudan requirements. Since commencing operations, the bank has become recognized as a trusted operator in the financial services sector and a stable partner to clients. The bank provides innovative and timely solutions to meet the unique requirements for organizations operating within South Sudan.

The bank's mission is to offer a complete financial solution to partners through quality products and services, profitable financing solutions, innovative technology, and a knowledgeable, responsive team.

Summary of the role

The Administrative Assistant is the first point of contact for many interactions with the management team of the institution, as such, they are a professional, attentive and engaged individual, capable of multi-tasking and balancing competing priorities, while ensuring a consistent focus on customer service excellence.

Duties and Responsibilities:

1. Overseeing vehicle maintenance services and compliance with government rules (timely renewal of log books, valid driving licenses for drivers, installation of fire extinguishers, hazard triangles, protective wears, etc.).
2. Ensures adherence to the bank's procurement rules/ guidelines.
3. Apply control measures on procured items related to vehicles (lubricants, spare parts) to ensure good usage.
4. Ensures all staff travel arrangements are done timely and effectively and ensuring compliance to travel guidelines from security (travel security clearance for travelling staff and vehicle).
5. Complete staff flight bookings to and from their destinations.
6. Tracks and monitors fuel consumption of all equipment (vehicles and generators) and regularly reconciles the fuel records.
7. Ensures that servicing of vehicles and generators are done timely.
8. Supervises the drivers and ensure that vehicle milage books are filled correctly.
9. Performs procurement of office supplies and equipment when requested.
10. Performs any other duty assigned by the supervisor.



Required Skills/Abilities:

- Ability to drive, and possession of a valid driving license.
- Ability to prepare monthly procurement reports.
- Excellent communication and interpersonal skills.
- Ability to promote a positive image of the bank.
- Prolonged periods sitting at a desk and working on a computer.
- Proficient with Microsoft Office Suite or similar software.
- Ability to maintain professionalism and tact in stressful situations.



Education and Experience:

- Diploma in logistics and procurement/ supply chain management is a must.
- One to three years of experience in the same field is required.
- A degree in Logistics and procurement/ supply chain is an added advantage.

This position is open to qualified South Sudanese candidates exclusively. If you have the above required competencies, please send your CV, copies of Academic Documents and a motivation letter by December 13th, 2022, through this email: recruitment@kushbankss.com or Hand deliver your application to Kush bank KonyoKonyo Office, Opposite Juba City Council. Due to the urgency of filling this position, applications will be reviewed as they come, and only shortlisted applications will be contacted.

