



Are you aiming to work for an organization where it is worthwhile investing your personality, your skills, and your time? Are you looking for a job that is exciting and has clear goals? Welcome to [Welthungerhilfe](#) (WHH) - one of the largest and most respected private organisations for development cooperation and humanitarian aid in Germany. Our vision is clear: "[Zero Hunger by 2030](#)" - If you want to become part of our global mission to end hunger around the world, we look forward to receiving your application as:

Field Support Coordinator - FSC

Based in Bentiu

Announcement date: 04/08/2023

Closing date: 24/08/2023

Salary Grade: 7

Contract duration: 12 months. Three months of probation period.

Project background

Currently WHH South Sudan implements three projects in Rubkona and Guit Counties through the Bentiu Field Office. WHH has secured funding for General Food Distribution, Recovery and Emergency Nutrition Support Projects in Rubkona and Guit Counties whose purpose is to enhance access to improved food and nutrition security and livelihoods of the project participants. WHH Bentiu field office provides the service to more than 150,000 participants including women, men, children, and people living with disabilities.

Job purpose:

Reporting technically to the Head of Operations (HoO), the key responsibilities of this position will be to oversee the support of the Project office and its antennas in HR, administration, logistics, procurement, and finance in Bentiu, line managing the Senior HR and Administration Officer, Logistics Officers, Support Field Staff – Logistics, Cashier and Drivers. Their main function is to ensure seamless running of operations and coordination of departments and staff at large. Under the administrative management of the Head of Project, the FSC will technically report to the Head of Operations.

Key responsibilities:



- Oversee procurement activities, in collaboration with field operations and program teams.
- Lead in identification of suitable vendors conducting market surveys.
- Responsible for review of CBAs before final review by Logistics Expert, HoO, HoP.
- Coordinate all logistical arrangements for project-related events e.g training and workshops.
- Manage and administer office resources, including office space, assets including laptops, other related office systems and equipment.
- Manage inventory and asset lists as per WHH requirements, incl. physical counts, and ensure monthly reports are submitted on time to the Logistics Expert.
- Manage all fleet matters; maintenance, servicing, reporting, disposal and advise CO on fleet replacement and purchase.
- Oversee management of all warehouse and stores whilst ensuring WHH procedures are adhered to.
- In collaboration with the CO-based HR Coordinator and HR Officer, lead the organization and management of WHH personnel files and WHH HR regulations for national staff and ensure that all staff are aware of their rights and responsibilities.
- Ensure establishment and maintenance of personnel files and records in field office.
- With support from CO-based HR Coordinator and HR Officer and working with HoP, oversee
- Ensure compliance with state regulations from relevant ministries including SMoL
- Enhance cohesion within the team.
- Ensure proper bookkeeping and filing of documents.
- Conduct ad-hoc cash counts as required.

Your profile:

- Degree or equivalent in logistics, business administration, supply chain or any relevant degree.
- Minimum 5 years of experience managing support functions in a medium to large internationally focused organization preferably NGO these areas' Logistics and Procurement, Human Resources, and administration, IT and Security.
- Extensive experience with multiple offices management and coordination of team and resources.
- Computer literate with fluency in MS Office.
- Remote management experience desirable.
- Some basic knowledge in IT troubleshooting.
- Excellent communication skills, both verbal and written.
- Fluent written and spoken English.
- Working experience in the remote locations in South Sudan an advantage.

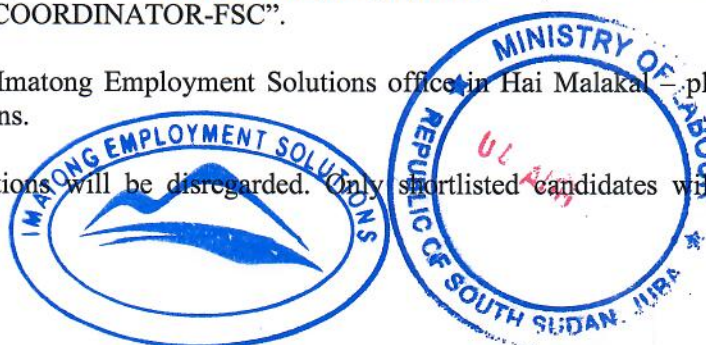
Application procedure:

Interested applicants can submit their application (max. four pages) in English, including copies of certificates/ diplomas, national ID, providing names of three referees and a telephone contact.

Applications should be submitted by email to info@imatongemploy.com Subject-line must be "APPLICATION FIELD SUPPORT COORDINATOR-FSC".

Hard copies may be dropped to the Imatong Employment Solutions office in Hai Malakal - please contact +211 921 277 383 for directions.

Please note that incomplete applications will be disregarded. Only shortlisted candidates will be contacted.



Questions regarding the position can be directed to e-mail: info@imatongemploy.com – please mark the e-mail with “Questions – FIELD SUPPORT COORDINATOR-FSC”

Applications should not reach later than 24th August 2023 at 5:00pm.

Only short-listed candidates will be contacted. Qualified females are strongly encouraged to apply.

