



Background

Medicair is Non-Governmental Organization founded by South Sudanese Medical Doctors who come up with the idea of rendering services to the dire community needs. **Medicair** is officially registered by Relief and Rehabilitation Commission, under Laws of South Sudan, as a non-governmental organization according to NGO Act 2016 Reg. No: 588. Our work so far has been in South Sudan where we have continued to offer emergency humanitarian services to the affected communities. We approach every aspect of our work with the highest standard of integrity and honesty. The organization focus on providing Health, Nutrition, WASH, Protection and Food Security and Livelihoods. Medicair is seeking for a qualified South Sudanese National to fill in the position of a Mental Health and Psychosocial Support Counsellor (MHPSS) to be based in Akobo County (East), Jonglei State.

IDENTIFICATION	
Job Title	Head of Operations Unit (HOU)
Reports to	Executive Director
Location	Juba South Sudan
Start Date	1 st September 2022
Contract	Long-term contract
Contract duration	1 Year (with possibilities of extension depending on performance and availability of funds)

Job Summary: -

Under the supervision of Executive Director, Head of Operations Units (HOU) plan, direct and coordinate the operations of an organization. The HOU is responsible for ensuring and improving the performance, productivity, efficiency of the departments and organizational operations through the provision of effective procedures and strategies. The HOU will perform the following functions: -

Management and Coordination: -

1. Coordinate, manage and monitor the workings of various departments in the organization.
2. In collaboration with ED, develop, monitor and review MOU signs with partners and service providers to ensure that its adhered to maintain good working relationship.
3. In-charge of the Medicair devotional committee and participate in general and Senior management meeting.

4. Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.
5. Communicates and explains new directives, policies, or procedures to managers; for major changes, meets with entire operations staff to explain changes, answer questions, and maintain morale.
6. As part of SMT, Assist in the development of strategic plans for operational activity. Implement and manage operational plans.
7. Coordinate and monitor the work of various departments such as HR/Admin, IT, Logistic/Procurement and Finance department to ensure effectiveness at home.
8. Monitor performance and implement improvements by ensuring quality of work. Manage quality and quantity of employee productivity. Manage maintenance of assets, equipment and machinery.
9. Provide technical support where necessary.

Administration and Human Resource Management: -

1. Supervise the Human Resource and administration department to ensure effectiveness.
2. Review organizational payrolls for all the project sites before approvals on monthly.
3. Ensure that all Medicaid staffs are orientated or trained on the Code of Conduct and all the policies particularly on PSEA, Harassment and Human trafficking.
4. Adopt changes communicated by the government and ensure adherence to South Sudan Labour ACT 2017. Observation of the South Sudan Holiday and ensure track of all leaves by the HR team.
5. In collaboration with HR Team, organize recruitment and placement of required staff in accordance to the project documents. Make sure the recruitment is conducted transparently with all the relevant documents.
6. Ensure good organizational filing system by making all the relevant documents are properly, safely and confidentially kept in both soft and hard copies and ensure that all the files are up to date.
7. Conduct and chair operations unit meeting-daily, weekly and monthly to ensure all the work are on track and Delegate tasks accordingly.
8. In communication with ED, Establish and review organizational structures to make sure its of standard.
9. Preparing and conducting of performance appraisal and review on the operation unit staffs performance.
10. Establishes quantitative and qualitative metrics, guidelines, and standards by which the organization's efficiency and effectiveness can be evaluated; identifies opportunities for improvement.
11. Prepare ground for spot-checks and audits by reviewing all the project documents to ensure all the documents are provided and available for the work.

Financial Management: -

1. Plans, directs, controls, implements, evaluates, monitors, and forecasts budgets and cost expenditure in each department to achieve financial objectives.
2. Track, approve and review field purchase requests and ensure monthly cash projection and financial reporting is undertaken by finance for the project in line with available budgets and plans.



3. Work hand in hand with finance manager and Head of the Programs Unit (HPU) to ensure that the financial reports are prepared according to the project activities and budget lines.
4. Review financial reports to make sure it's in accordance with the donor's requirements before the reports are submitted.
5. Offer technical advice and support to the finance manager to ensure that there is proper accountability and filing for spot-checks and audits are conducted successfully.
6. Review financial statements and data and utilize financial data to improve accountability. Prepare and control operational budgets as well as plan effective strategies for the financial well-being of the organization.
7. Prepare and participate in financial spot-checks and audits of all the project documents.
8. Ensure that all Medicaid employee, sub-contractors and clients adheres to financial policies and procedure for proper financial accountabilities.

Logistic and Procurement and IT: -

1. Overseeing procurement and logistics services from a management perspective to ensure required supplies of commodities, facilities and service needs for program activities are mobilized efficiently and in a timely manner.
2. Ensure that the Logistic and procurement team maintain procurement files including all relevant documentation and vendor tracking system s/he will maintain all the relevant information concerning the organization's suppliers.
3. Review monthly, quarterly and annual procurement plans and Logistic progressive reports as well as inventory reports from all the field sites.
4. Oversee the management and maintenance of the Medicaid's assets, premises and property by ensuring that the Logistic team develop vehicle plans for fuel and maintenance requirements and costing.
5. As part of the SMT participate in the procurement selection meetings to consider tender applications against approved technical specifications and with due regard to market price, cost, quality and speed of delivery as well as economy of operations in all the project sites.
6. Ensure all documents are prepared and to organize conducive environment for donor's spot-checks and audits for logistic documentations.
7. Work hand in hand with IT Officer to ensure effective operation of the Information and Communication Technology Infrastructure and services across MEDICAIR South Sudan.
8. In collaboration with IT officer provides technical and strategic advice to achieve operational efficiency, better support to Programme implementation to spur innovations to the work of Medicaid in South Sudan by making sure that all the organizational social media platforms are active and functional.
9. Ensure all the Medicaid IT equipment are maintained and up to date and communicate with the Internet Service Providers (ISP) to ensure effective functionality of the Internet Services in the field sites.
10. Ensure that the IT department have automatic backups or electronical storage of data for retrieval during power cuts. Make sure that all Medicaid staffs have official accounts.

Security and Networking: -

1. Act as organizational focal point for all safety and related information.



2. Build and maintain good relationship with relevant stake holders eg. Beneficiary, community leaders, local authorities, donors, UN agencies and other NGO/NNGOs and represent Medicaire at relevant meetings.
3. Ensure Medicaire participate in any inter agency assessments conducted in line with the area strategy and Medicaire objectives.
4. Engage adequately with the partners, local authorities and that project information and all advocacy issues are communicated as necessary.
5. Network and represent Medicaire at Head office and field location as assigned by the Team Leader.
6. Any other duties identified by line manager

Job Requirements-Qualifications and Competencies:

1. Bachelor degree in Business Administration, Finance and accounting or Business Field Preferred; Master's Degree will be added advantage.
2. 3-5 years' experience as Operations Director or Manager Required;
3. Strong Organization Skills.
4. Excellent Communication Skills, Fluent in English (Verbal and Written) and Arabic.
5. Strong Problem-Solving Skills.
6. Computer Literate;
7. Adaptable to Change and driven to Achieve Results.
8. Exceptional Coaching Skills and Strong Decision Making,
9. Action Planning and Prioritization Skills with ability to Work independently and on a Team.
10. Knowledge of Safety, Quality, and Cost Objectives;
11. Commitment to Providing the Highest Level of Support and Quality;
12. Ability to Demonstrate Exceptional Organization and Planning Skills
13. Commitment to MEDICAIRE's values and Principles.



HOW TO APPLY

Interested candidates should submit their application clearly marked "**Head of Operations Unit (HOU) 'JUBA'**" (including C.V. written in English) and copies of certificates at latest **Thursday, 18th August 2022** to the Medicaire Head office behind Green Rokon, opposite to Eden Technologies either in Hard copies or by email to jobs@medicaire-ssd.org CC gatwech@medicaire-ssd.org

Only short-listed candidates will be contacted. Application files not retained will not be returned.

