



**Amani Orphans and Widows
Welfare Services Inc.**
Building Hopes, Recovery and Resilience

Amani Orphans and Widows Welfare Services Inc. (AOWWS-I)

Open Vacancy Announcement - Ref: AO&W/JO1/01/2024

Job title: Operations Manager	50.H.3
Work Location: Juba, with frequent travel to the field and deep field settings	Approved
Department: Operations	8/1/2024
Start Date: Asap	
Duration: 12 months	
Reports to: Executive Director	
Role Dimensions: <ul style="list-style-type: none">• Internal: All Staff and all Project team, Finance, and Operations• External: States Level sections, Local and International NGOs and UN Agencies in the field location	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Organizational Background: <p>Amani Orphans and Widows Welfare Services Inc. (AOWWS-I) is a female youth lead, registered and incorporated, social development and non-profit national non-Governmental organization (NNGO), initially established in Australia in the year 2018 and incorporated by the Western Australia Associations Incorporation Act 2015 (Section 10) – IARN: A1024146G then registered by the Australian Charities and Not-for-profits Commission – ABN: 99821785872 and later on registered in South Sudan by the Relief and Rehabilitation Commission (RRC) under chapter 3, section 10 of NGOs Act 2016 in the year 2020.</p> <p>We are primarily focused on the holistic well-being and improvement of socio- economic status of the orphans, widows, underprivileged and disadvantaged community women, elderly, disables, children and youth in South Sudan whilst ensuring harmony with – and protection of – nature; these are largely the direct victims of the protracted conflict and emergencies in the country to date, including those resulting from climate change!</p> <p>Over the time the work of Amani has grown to include a focus on access to health, education, nutrition, FSL/Agriculture, protection/GBV and human rights, environmental and community sanitation. We are dedicated to providing a long-term, and consistent programs with focuses on sustainable projects. Our full-circle approach is an ongoing commitment to break the cycle of selfless survival and empower a community of compassion. We are actively working with some of the hardest-hit communities where the rate of poverty is rife, owing to political strain, cattle rustling and child abduction, slow economic development, inter-communal conflict, and extreme weather conditions.</p>	

Head Office: Wadi Be'sor Compound, Jebel Lemon, before crossing Garang Akok bridge, Sherikat, Juba.

Contacts: +211 (0) 918 555 566/+211 (0) 989 555 566 – Email: info@amani-ss.org

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www.amani-ss.org

08 JAN 2024



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Job Summary:

As an Operations Manager, you will be a member of the senior management team within Amani South Sudan. You will lead and manage all support departments (Logistics, HR, Administration and IT) and report to the Executive Director. You will be responsible for an effective and efficient delivery of programs in compliance with donor policies and standards. The objective is to facilitate smooth workflows, collaboration among the support units, cost efficiency, compliance, risk management, and the overall structure of program activities.

General system management:

- Ensure control systems are in place and effectively implemented to guarantee accountability and compliant use of donor and internal funds
- Provide relevant and timely recommendations to the Senior Management Team on required improvements of internal policies and procedures based on program needs
- Identify donor-specific requirements to ensure compliance
- Ensure all issues related to government authorizations and reporting are managed timely and proactively

Human Resources and Administration:

- Overall responsibility for HR Management
- Ensure Amani South Sudan is fully compliant with national employment legislation and requirements and HR policies and standards
- Ensure staff are trained on the Code of Conduct and mechanisms to report abuses are functioning effectively
- Ensure an effective performance development review system is in place and ongoing training is provided to line managers and staff
- Support the HR department in developing a capacity building plan for all staff

Manage the logistic department / Procurements Logistics procedures:

- Ensure the efficient and timely procurement of goods and services based on program needs in a transparent, compliant and accountable manner
- Oversee the implementation of and compliance with procurement policies and procedures
- Supervision and control of the procurement plans for all projects in the organization
- Supervision and support of the logistic staff and support to logistics teams based in the project offices
- Assess the logistics performance and develop and manage an action plan for trainings
- Ensure stock management procedures and standards are in place and all areas of intervention

Information Technology:

- Ensure IT policies and procedures are understood and adhered to by all staff
- Ensure procurement needs for the IT departments are taken into consideration into project budgeting

Security:

- Develop and implement safety and security policies and procedures to ensure compliance with local, and state regulations.
- Conduct regular safety and security audits to identify potential hazards or vulnerabilities and create action plans to address them.

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Our Working Culture and Environment

We provide a flexible working environment that includes a combination of home and office working opportunities through Amani-SS hybrid working policy. This encourages our staff to have a healthy work-life balance and increases staff motivation, enriches employee wellbeing, and improves performance and productivity.

Diversity, Equality and Inclusion Statement

Amani Orphans and Widows Welfare Services Inc. is committed to equality of opportunity and creating an inclusive environment where diversity is valued. We are keen to reflect the diversity of our society at every level within our organization and therefore welcome applications from talented and committed people from all backgrounds, representing the diverse societies we operate in.

Safeguarding Statement

Amani Orphans and Widows Welfare Services Inc. is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in our safeguarding policy and code of conduct to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

PSEA Statement

Amani Orphans and Widows Welfare Services Inc. has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries and vulnerable adults. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during working hours and outside working hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

Education and/or Work Experience Requirements:

- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary leadership
- Diploma required
- Must have A+ certification
- Associate degree preferred
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- At least 5 years of relevant experience in an operational position within an international NGO, including two years in a senior level position
- Experience in compliance/control and fraud mitigation systems and grants compliance requirements

Application Information & Deadline for Submission:

Apply using a cover letter and an up-to-date CV in English as a single pdf document. Please also include details of your current remuneration and salary expectations and 3 references to recruitments@amani-ss.org indicate in the position and reference number subject line of your email: Hand delivery application can be delivered to the office address as mentioned below at the bottom of the advert letterhead.

This advert open/closes on 8th to 26th January 2024. Early applications are encouraged. Amani-Inc reserves the right to close this advert early should we receive suitable candidates ahead of the closing date.

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