



CARE SOUTH SUDAN

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Operations support Assistant
Department:	Operations and Logistics
Location:	Juba
Reports to:	Operations support Officer
Provides supervision to:	cleaners
Starting date:	September 1st 2023
Advert status:	External

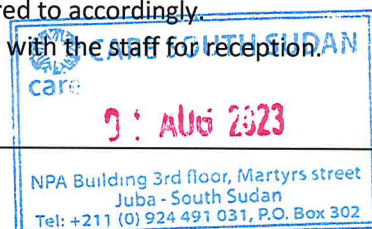
Purpose of the position:

The Operations support Assistant is responsible for providing administrative support to CARE South Sudan including ensuring clean and hygienic working environment; monitoring services delivery to CARE rented properties; managing courier services, staff accommodation, hotel booking, flight booking, Invoice receiving, supervising cleaners, and ensuring effective and efficient service delivery to the Country office- Juba.

Job Responsibilities

1. Office support and property Management (25%)

- Supports the Operations Support officer in Management of assets not limited to tagging, issuance, disposal, and count and recording into the Sudan's assets.
- Support the Operations support Officer to ensure all procured assets are entered into the CO inventory database and are suitable marked/identified.
- Maintain integrity of assets and property register by ensuring assets are tagged, updated, and reconciled.
- Responsible for planning assets and equipment maintenance at the head office.
- Replenish all Juba staff airtime monthly.
- Responsible for managing Juba office supplies and consumables and ensures that timely replenishment.
- Rasing and entering PRFs in Peoplesoft in a timely manner.
- Support in raising requests and coordinate the printing of business cards at the Juba office.
- Responsible for Supervising/handling/Receiving of all in-coming invoices from vendors through the Receptionist.
- Ensuring that all in-coming invoices are received, stamped with valid date, and recorded in the logbook.
- Received invoices at reception are distributed and signed for by the appropriate personnel.
- Direct CARE visitors and ensure that care procedures are adhered to accordingly.
- Attend to CARE high profile visitors and coordinate accordingly with the staff for reception.





- Coordinate receipt and distribution of courier packages in an organized manner and delivered to the right person.

2. Facility Management (15%)

- Ensure that the offices and residences are kept clean all the times.
- Responsible for all routine maintenance is carried out both in the Juba office and the Guest houses.
- Ensure that invoices from leased properties are processed timely and report in case of delay in processing of payment on lease.
- Generate preventive maintenance schedules for all CARE facilities in Juba (Office and Guest house).
- Oversee work done by outsiders for repairing and fixing CARE equipment and facilities.
- Work with the Operations Support officer to Support International staff on facility management – repairs etc.
- Facilitate administration of secure and conducive working environment.

3. Travel and staff accommodation Management (20%)

Travel and Flight management. Coordinate with the operations support Assistant in;

- Responsible for day to day booking of all staff on UNHAS, MAF and through CARE flight service providers.
- Facilitate necessary clearance for flights are requested from the various institutions; documentation for travel including Visa is processed and submitted to respective agencies for processing in a timely manner and followed up.
- Maintain a cordial and working relationship with UNHAS and WFP and other agencies ensuring CARE is updated on flight and travel related issues.
- Process accommodation requests are dully approved and booked timely.
- Follow up and settle payments for accommodated in Juba.
- Receiving invoices related to flights and travel from vendors and preparing Vendor.
- Maintain Data base for embassies and consulate for South Sudan all over the world to advice visitors on appropriate visa options.
- Forwarding CARE South Sudan Welcome pack but also highlighting in email to visitor the vaccination they need to take before applying for visa.
- Responsible in ensuring for disseminating UNHAS/MAF booking procedures and ensure that all staff comply with the travel guidelines.
- Work with the Operations Assistant to prepare monthly flight reconciliation reports and share it with the HOD.
- Developing a travel Dashboard clearly providing up-to-date travel information with names of travellers and their respective travelling location and times and share accordingly.
- Prepare flight reconciliation utilization reports.
- Ensure that the flight account is replenished timely.
- Poster good working relationship with UNHAS/MAF and the flight companies to ensuring that staff get ensure quality services.

4. Staff and Performance Management (15%)

- Ensuring that direct reports fully understand the outcomes that are expected of them and that they are aware of the relevant operating policies and procedures.
- Ensuring that work is planned and organised in a way which will meet the needs of customers/ clients/ staff/ organisation/ partners in the most cost-effective manner possible.
- Setting performance objectives with staff, monitoring, and reviewing their performance and holding staff accountable for meeting the success criteria and delivering any improvement goals which have been identified taking decisive action in the case of poor performance.
- Ensuring that direct reports are adequately trained and developed for their roles e.g. by analysing staff training needs, organising the delivery of training or coaching, coordinating the sharing of experience.



- Ensuring department PARs are done on time and submitted accordingly.
- Ensure proposals for promotions, transfers, probation, recruitment, terminations, and disciplinary actions are timely shared with the supervisor and HR office in line with the CARE HR manual.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience, or on-the-job training:

- **Minimum Qualification required:** Diploma in Business Administration or related subject area. Financial skills required.
- **Experience:** Minimum of 2 years’ experience in an administrative, logistics and functional knowledge in procurement and warehouse management role.
- **Technical Skills & Abilities:**
- Strong administrative skills to enable the holder to manage and grow an experienced and ambitious team.
- 3 years’ administrative experience in an operational function within either in INGO, Private or Public Sector
- Ability to lead a team and develop relevant and practical solutions in changing environments.
- Can work independently with minimal close support from the supervisor.
- Good communication skills both oral and written.
- Strong people management skills
- Computer skills in Microsoft Office.
- Language skills: English and South Sudanese Arabic
- Influencing and negotiating skills



HOW TO APPLY

The position will be based in **Juba**. This is external position & open to only South Sudanese Nationals. Opening Date 1st **August 2023** and Closing date of receiving applications will be **18th August 2023**.

Applications and CVs should be delivered to: jobs.southsudan@care.org or Hand delivery to: **CARE Juba Head Office**, NPA Building, Martyrs Street.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

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Attention!!!

CARE South Sudan has a ZERO TOLERANCE approach to any abuse to, sexual harassment of or exploitation of a vulnerable adult or child by any of our staff, representatives, or partners. CARESS expects all staff to share this commitment through our Safeguarding Policy and our Code of Conduct. They are responsible for ensuring they understand and work within the remit of these policies throughout their time while at CARE.

