



JOB ADVERTISEMENT

LOGISTICS-ADMINISTRATIVE SUPERVISOR

Duty station: **JUBA - ERRM**

Number of positions: One (1)

Date Issued: 15/05/2024

Category: National Staff Posting

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs: water, food, and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

Goal / Purpose:

Logistics:

To implement SI logistics rules and procedures and provide general logistics support that will facilitate implementation of programme activities in field locations when an intervention is deployed. The Logistics Assistant is responsible for running logistics activities and management of stocks under the ERRM Program Manager

Administration:

To follow up the expenses, monitor the cash management, Compile, and organise the supporting documents. Follow up the employee's attendance, and human resources management for the ERRM teams.

General

The Log-Admin Supervisor will work in challenging environments, deploying to remote areas anywhere in South Sudan at short notice with basic living conditions Monitoring and evaluation.

JOB

List of main activities:

Base management



- Management and follow up of all the Emergency team deployment in other location (transport, accommodation) and office general supplies.
- Ensure consistent functioning of energy equipment (generator/Solar system/batteries)
- Ensure fuel consumption at the field-location is closely followed-up and controlled.

Procurement

- Facilitate any local procurement through standard SI procedures.
- Quickly establish and maintain relationships and database of local suppliers in base and ERM Field locations.
- Manage documentation of procurement process and archiving of purchase files at the base and ERM Field level

Storage Management

- Organize stores and stock management in the Field base.
- Ensure all in and out is recorded and all the stock are in Safe and secured condition.
- Manage storage facilities in the field base in any required minimum conditions.
- Ensure proper documentation of stock movements and monthly reporting of the same.

Transport Management

- Organize local transportation of incoming and outgoing goods.
- Organize dispatch of supplies from the stores to field sites or beneficiaries
- Ensure value for money and safety with any arranged local transport.
- Plan local movement according to need and available means of transport.
- Hire and manage vehicle hire contract according to SI requirements.
- Ensure both passenger and cargo movements are properly documented.



Management of equipment/telecommunications

- Follow-up and ensure the safety of all equipment and assets at the base and sub-bases level.
- Ensure all the communication equipment is functioning and properly used.
- Ensure proper functioning and facilitate troubleshooting of the internet network (BGAN)
- Keep record of all equipment and other key asset as per SI standard procedures

Security Management

- Implement all applicable safety and security rules for the field bases and sub-bases.
- Ensure regular security checks are done with the Field Coordinator.
- Collect and disseminate security information to the teams on the field in collaboration with the Field Coordinator.
- Organize security guard management in the fields of deployment.

Cash Management

- Handle cash advances and redemptions and ensure their correct and timely settlement.
- Keep the advance books and cash journal.
- Record the cash movements on a day-to-day basis.
- Before recording, check that the supporting documents complies with Solidarités International procedures.

- File receipts and other financial evidence comprehensively in monthly files.
- Ensure that accounting documentation are translated if necessary.
- Vouchers printing and filling at the end of every month.
- Archive accounting documents in accordance with Solidarités International procedures, after a final check of supporting documentation.

Human Resources Management

- Follow up on daily worker contracts at the field base and ensure that SI policies relating to daily workers are followed.
- Follow up of leaves, recuperation days, advances, and all information related to SI employees.
- Make sure each employee has a full and complete HR file.
- Make sure the attendance is well followed by each manager and collect the information before the end of the month to prepare the payroll.
- Prepare the payroll of the employees of field base and send it to Juba office for validation.
- Be the lead of the daily worker recruitment process at field base level and for the team's recruitment in support to the Juba Coordination HR team.
- Participate in the collection of data for HR matter (food basket for per diem revision for example...)

HR and Reporting

- Organize and share all logistics documentation as per SI rules and procedures.
- Assist in the recruitment and evaluation of local logistics subordinate staff.
- Establish team schedules in conjunction with the Field Coordinator

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

III. Preferred Skills:

- Diploma or Degree in Logistics, Business studies or other related field of study
- Atleast 3-4 years of work expérience in Similar position.
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken) mandatory. Local languages are a plus.
- Good IT knowledge of SAGA, LINK and HOMERE softwares is a plus.
- Popular with LINKS and other Logistics reporting.
- Ability to Independent manage cash at base, follow advances and do timely inventory for cash and items at Warehouse.



ORG CHART POSITION (reporting and functional relationships)

Line Manager: ERRM PM

Functional manager: Log Coordinator / Administrative Coordinator

Contract: fixed-term contract of 6 months' subject to funding.

Working hours: From Monday to Friday 7:30-4:30PM. As an executive job, some flexibility can be expected from the employee.

Basic salary: according to SI salary scale

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to Solidarités International office at Hai Cinema, Juba.



You Can as well send your application on the below email,

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 5/06/2024. Due to the Emergency nature of the position, Applications will be checked on daily Basis. Any Application sent after this date will not be considered.

Women with the required skills are highly encouraged to Apply.

Only qualified candidates will be contacted.

