

## VACANCY ANNOUNCEMENT

Date: 22/01/2021

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*[Signature]*  
22/01/2021

**Title:** FINANCE/HR/LOGISTICS MANAGER  
**Start Date:** ASAP  
**Contract Duration:** 6 months, renewable



<b>Reports to (Hierarchical):</b>	Head of Mission
<b>Reports to (Functional):</b>	Field Finance Manager/Project Coordinator
<b>Job Family:</b>	Administrative

### Main Purpose

Planning, coordinating, and monitoring all supply chain, logistics, administration and finance related activities in the project according to MAGNA protocols, standards and policies, in order to optimize the mission's response to the needs of the target population and ensure an optimal running of the project

### Accountabilities

Establishing, planning and supervising in close collaboration with the PC and the LogCo and/or FinCo / AdminCo, the supply/log/HR/Fin/Admin activities, and the budget planning, as required in the project in order to identify, respond and ensure the present and future needs of the project

Monitoring the implementation of the following activities in accordance with MAGNA procedures and guidelines:

*[Signature]*



### **Supply:**

- Coordinating, in close collaboration with the Medical Coordinator and the LogCo, the supply chain processes and systems (order processing, reception, storage, packing and management of stocks, cold chain, procurement systems), keeping accurate and updated information on stocks (expiry dates, security level, pipeline and lead times) in order to ensure availability of all the medical and non-medical material and related services under optimal conditions.
- Supervising administration related activities, in close relation with the Fin Manager and in accordance with the MAGNA purchasing and payment procedures for the mission, anticipating short term needs and asking for necessary transfers or withdrawals, the cash management processes in order to ensure liquidity needs and an accurate handle.

### **Logistics:**

- Supervising a support structure and the timely execution of all curative and preventive maintenance and repairs for the effective management of all MAGNA equipment and facilities in order to ensure its good condition and usability.
- Supervising and training the teams of drivers, mechanics and any other staff involved in vehicle management in order to ensure their operating capabilities.

### **Finance/Admin:**

- Carrying out administration related activities, in close relation with the Field Finance Manager, the accountancy, general ledger and reporting activities, payments to suppliers, internal or external, and personnel, ensuring taxes and national social insurances compliance, transparency on accountancy as well as coherent information on service supply chain processes
- Tracking administrative employment contracts for national staff, updating the existing database to comply with local labour regulations, coordinating and supervising procedures for payroll, controlling the payment of overtime and the closing of the monthly payroll. Preparing declarations form for monthly taxes and employee/employer social security contributions, creating a file containing all data to comply with legal regulations

### **HR:**

- Planning and supervising, in close coordination with HR department the associated processes (recruitment, training/induction/briefing, evaluation, potential detection, etc.) of the national staff under his/her responsibility as specified by the line manager and the administrative and logistic processes (end of contract, accommodation, extension of mission, early return, etc) of the international staff of the project in order to ensure an efficient staff sizing, facilitating its reception, movements and legal compliance
- Participating in monthly reports according to guidelines (reports, logistical statistics, etc)



This job description is not exhaustive and staff member may be asked to perform duties over the above those described here.

## Requirements

- Education** ⇒ Essential, secondary education
- Experience** ⇒ Essential 2 year working experience in related activities. Desirable, previous experience in humanitarian aid
- Language** ⇒ Essential mission language, local language desirable
- Knowledge** ⇒ Essential computer literacy (word, excel and internet)

## How to apply:

- Qualified South Sudanese National who met the above requirements can submit their applications by email addressed to : **field-fin-manager@oc.magna.org**
- Hard copies of application, CV, copies of your scan relevant certificates and documents, your salary expectation with three professional references can be delivered to:

**MAGNA Country Office South Sudan**

**Plot 555, Kololo Road, Thong Ping Area – Juba South Sudan**

- Please indicate the job title in the email subject line
- The deadline for application is on **11th February 2021 at 5:00 p.m**
- Applicants will be screened prior to deadline, qualified applicants are encouraged to apply before deadline
- Please no phone calls
- Due to the expected volume of applicants, only short-listed candidates will be notified for personal interview. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.