



Médicos del Mundo

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MOL/RSS/J
Approved
[Signature]
02/06/2022

Position needed: (1)

Log Admin Assistant
Location: Duk County, Pagaak/Pajut Payam, Jonglei State

JOB SUMMARY

The Log Admin Assistant is responsible for the accounting, administration and HR management functions in the base under the line management of Administrative Officer/and or Project Manager; he/she ensures that the staff internal rules and regulations, as well as the accounting guidelines are being implemented and respected. In addition, he/she ensures purchase processes are followed correctly; appropriate stock management is kept; and MDMs fleet and vehicles are maintained and supervised.

GEOGRAPHICAL SCOPE OF INTERVENTION

Based in Duk County (Jonglei State - South Sudan) in Pagaak/Pajut Payam with regular visits to Poktap.

ORGANIZATION CHART

Direct supervisor: Field Coordinator
Functional supervisor: Admin Coordinator & Log Coordinator
Supervise: N/A

FUNCTIONS

Responsibilities

1. Administration Functions

a. General administration

- Responsible for the archiving of general administrative documentation of the project in Bor/Juba.
- Preparation and follow-up of the contracts in Bor/Juba.
- Ensure the correct use of the procedures defined in the MdM's administrative guide, and the rules of the project donors.
- To prepare payment taxes according to Government regulations.
- Ensure that purchases correspond to the logistics order cycle.
- Support the logistics area in contracting procedures and in the elaboration of contracts of service suppliers, insurance and taxes and in the accomplishment of other administrative issues
- Sending accounting documentation to Spain if required by senior management



b. Treasurer

- Execution of banking/cash operations and receiving cash drop.
- Cash management, always ensuring the availability of funds.
- Preparation of weekly cash archives.
- Ensure adequate contacts and payments with providers.
- Planning of the financial needs of the projects: execution of requests for transfer of funds from Spain, in collaboration with the technical area in HQ

c. Accounting and budgetary management

- Preparation of monthly SAPP and additional information.
- Responsible for invoices: quality, delivery to headquarters, file.
- Elaboration of HPP and control of budget follow-up in accordance with donor regulations.
- Responsible for knowledge and application of donor regulations.
- Responsible for the archiving of the general accounting documentation of the project in project base
- Monitoring and updating of budget execution by budget line, balances control

d. Human Resources Administration

- Recruitment management of national staff and preparation of contracts for the provision of services.
- Preparation and monthly payment of payroll, salary advances and incentives.
- Payment of daily allowances to national and expatriate staff.
- Monthly payment of Social Security and Work Income Tax
- Control of vacations and other absences of workers and elaboration of the labour calendar of staff at the base
- Keep personnel files at the base updated
- Participation in the processes of selection and evaluation of the personnel of the administrative area.
- Responsible for compliance with the labour laws of the country.

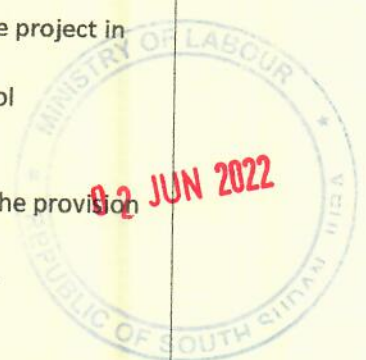
e. Miscellaneous

- To write documents and letters
- To maintain high level of confidentiality of all documents and issues
- To perform additional jobs on request
- To perform all duties to the best of his/her abilities, according to the labour contract,

2. Logistics Functions

a. Purchasing

- Carry out local purchasing of goods for the mission, upon instruction of the logistic Coordinator and field Coordinator and accordance to the MdM Purchasing procedures
- Purchasing goods ensuring the optimum price/quality ratio on the market
- Collecting quotations and checking prices for purchase of goods and services
- Ensures that the suppliers fill in all receipts/invoices for local purchases correctly
- Upon request by the logistics coordinator, he carries out a market survey
- Ensure the delivery of all purchased items to the requester, collect the proof of delivery and proceeds to the validation of the invoices by the admin team



- Keeping and updating all logistic filling system
- Organize the receipt/invoices and any other supply documents in a proper way
- Do not accept money, loans, credits, gift, or commissions from past, present or future suppliers
- Scan all the completed documents to SharePoint

b. Safety management

- Monitor the context of the area and give regular updates on the context change of the area
- Identify potential security risks to the project and report them to Field Co and logistics Coordinator.
- Prepare movement plan with detail context of the area and does movement trucking in coordination with field and Logistics coordinator.
- Complete incident reports and required documentation for all the security incidents.
- Assume overall responsibility for the safety of MdM asset at the base

c. Stock Management

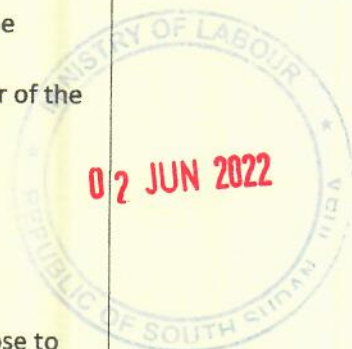
- Check, record and put away good received, under the supervision of the Logistic Officer
- Regularly check inventory levels (Physical counts) of cleaning materials and other stocks of MdM
- When an order is received: Check the number of packages, check packaging and content and inform the Logistic Officer of any problems (missing or damaged goods, etc)
- After receipt, put the goods in a proper storage system following instructions of the Logistic Officer
- After receipt, immediately update the stock cards, recording the reference number of the receipt document, and put the goods away
- Ensure that all items are well organized and correctly stored, well protected, fully identified and easily accessible (Cleanliness, Security, access etc)

d. Vehicles

- Supervise the proper condition of the cars in absence of the Logistic Officer
- Verify that the drivers realize daily/weekly maintenance (remember you can propose to the driver but not impose)
- Organize movements of cars following movements planned and allocate the drivers to the movements in the absence or directive of Logistic Officer
- Communicate every problem to the Logistic Officer

e. Health facilities

- Propose to the Health department about any logistical/WASH improvements needed in the health facilities
- Upon delegation of Logistic Coordinator, organize and supervise the proper work of daily workers.



REQUIRED QUALIFICATIONS

Academic background: Diploma

Desirable: Accounting, Logistic and procurement, Administration, and Human Resources



REQUIREMENTS

Language requirements: High level of spoken and written English.
Computer requirements: Office pack user level.

EXPERIENCE

Experience in economic/finance project management, Logistics and procurement, preferably with an NGO.

COMPETENCE PROFILE

- Strong work ethic and rigor
- Analytical and problem-solving ability
- Good communication skills
- Interpersonal relationships and teamwork
- Integrity and respect for co-workers
- Be organized and dynamic
- Ensure confidentiality within the program
- Availability and flexible schedule for different tasks and trips in the country
- Motivation for humanitarian commitment logistic and administrative management
- Punctuality and responsibility



AVAILABILITY

Incorporation date: immediately.
Availability for 1 year (with possibility of extension)

HOW TO APPLY

All qualified candidates are invited to send their application consisting of **CV and motivation letter before 21 June 2022** to hr.ss@medicosdelmundo.org Or Hard copies to MDM Offices (Juba, Bor and Panyagor).

Please note:

Médicos del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and / or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of a functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition.

Recruitment processes are open to all qualified candidates and MdM does not charge fees to applicants at any stage.

