



To: H.O.B
Approved by
Elmspeltal

STAND / FOR THE VULNERABLE™

World Relief South Sudan
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Job Title: Operations Manager
Department: Operations
Reports to: Director of Finance & Administration
Supervises: Logistics, security and procurement staff

JOB SUMMARY:

The Operations Manager (OM) oversees the Operations Department and ensures all activities related to procurement; logistics; warehousing; asset, facility, and fleet management; IT; and security and safety are completed effectively and efficiently. The OM manages a team of national staff in the Country Office and provides a level of supervision of field logistics staff under the Area Coordinators. The OM will lead in security and safety, including preparedness and coordinating during security incidents for four main remote bases. Based in Juba the OM will be expected to regularly visit field locations, including hardship locations and insecure environments. This is a senior leadership position and the OM will be part of the WRSS Senior Leadership Team (SLT).

SPECIFIC JOB DUTIES:

- Ensure that the Operations Department is meeting the needs of the field offices timely and work to immediately resolve any issues.
- Ensure all activities of the Operations Department meet quality standards and comply with donor policies.
- Liaise with Finance Department and Program Department to ensure effective cross-departmental collaboration and address shared issues.
- Provide relevant information for proposal and budget development related to logistics, procurement, and security.
- Consolidate and present departmental reports during SLT meetings.
- Supervise all staffs under Procurement, Operations and Security Departments

OTHER TASKS SHALL INCLUDE:

Procurement

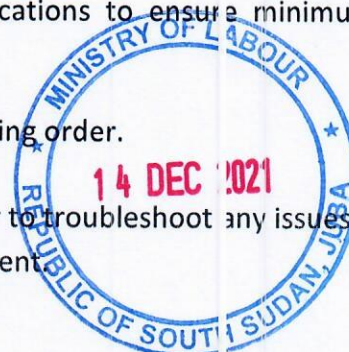
- Ensure WRSS's procurement system is always updated to improve effectiveness and efficiency. This will include updating processes and forms; training staff; and establishing pre-qualified vendors and pricelists.



- Ensure that proper precautions are in place concerning fraud and vetting to avoid use of blacklisted vendors.
- Create procurement plans for anticipated and awarded grants and execute them according to schedule to avoid delays in project activities.
- Manage the procurement process daily, providing necessary guidance to staff and approvals.
- Regularly review and update procurement manual to ensure procurement policies and procedures are up to date

Operations

- Coordinate with the field offices, the Logistics Cluster, and contracted transportation services to get supplies to field locations on time.
- Oversee asset management and keep accurate records WR and donor specifications.
- Oversee facility management for the Country Office and the Field Offices, including offices, accommodations, and warehouses.
- Regularly assess accommodation facilities in Juba and field locations to ensure minimum requirements are met
- Oversee fleet management for all vehicles and generators.
- Ensure communications equipment is maintained in good working order.
- Manage the Logistics Staff, IT Assistant, Drivers, and Mechanic.
- Closely liaise with the Program staff/Area Coordinators in order to troubleshoot any issues that might cause interruption in the support services management.
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Security

- Oversee security and safety for WRSS by maintaining and enforcing Site Security Plans for Juba and remote bases.
- Regularly assess risks for the Country Office and Field Offices and advise on/implement mitigation measures.
- Constantly monitor and analyses the operating environment to identify potential risks and take action/refer critical issues for intervention to ensure delivery of results.
- Coordinate with other actors for security information. Maintain communication with field locations for reporting security information.
- Coordinate with field security focal points and other actors during security incidents and manage relocations as needed.
- Write and submit Incident Reports following events promptly and succinctly.
- Regularly update site security plans in consultation with safety officer and field security focal points
- Provide security briefings to staffs in Juba and field locations on regular basis
- Organize and provide training to staff on safety and security within Juba and all field locations

KNOWLEDGE, SKILLS & ABILITIES:



- Demonstrated understanding of complex emergencies, insecure environments, and conflict sensitivity.
- Experience supervising and leading staff.
- Experience working with grants from donor such as USAID and UN agencies preferred.
- Excellent skills in Microsoft Office, including Word, Excel, and Outlook.
- Excellent written and oral English communication.
- Experience with fleet management.
- Able to maintain performance expectations in hardship locations with basic accommodations.
- Humility, teamwork, and flexibility.

REQUIREMENTS:

- Mature and personal Christian faith
- Committed to the mission, vision, and values of World Relief
- Bachelor's degree or higher in a related field.
- Three years' experience working in a similar humanitarian context international /.
- At least five years' experience in operations and/or security management.
- Additional trainings/certifications on related topics an advantage.



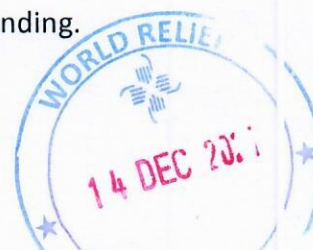
WORK ENVIRONMENT:

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations
- The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds.
- Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information.
- The employee frequently is required to sit, reach with hands and arms, talk and hear.

General office setting:

- Great lengths of time working on computer, reading from computer screen, entering information, standing at copier or fax machine, and some time on the phone or in skype meetings may be required.
- Year-end archiving activities involve repeated lifting and bending.



- Physical, emotional and intellectual demands
- Equipment used: Employee computer (desktop or laptop), printer, and copier.
- All of the above duties and responsibilities are essential job functions subject to reasonable accommodation.
- All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.
- Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.
- This position description is not all-inclusive and is always under review.
- We are proud to be an EEO/AA employer M/F/D/V.
- We maintain a drug-free workplace and perform pre-employment substance abuse testing.
- For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.

World Relief is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment. Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a)) World Relief has the right to, and does, hire only candidates who agree with World Relief's Statement of Faith.

APPLICATION REQUIREMENTS

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for
- Current CV, Copies of diplomas and certificates, including nationality certificates
- List of three former supervisors who can serve as job references one of whom should be from the church with their valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to the world Relief Juba Office in Hai Cinema Tender Box

Online submission by email to WRSSRecruitment@wr.org copying GElizabeth@wr.org including the job title in the subject line or email.

Applications must be received by **3rd January 2022 at 5:00PM**. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

