

Job Avertissement

Title: Area Logistics & Admin Officer
 Reporting to: Area Manager
 Location: Yei Field Office
 Contract Type: Fixed Term Contract (9 months with possibility of extension depending on funding)
 Advert running from: 17th, June 2022 until 6th July 2022

Contextualization

ASSIGNMENT

Under the management of the Area Manager based in Yei, the Log Admin Officer is responsible for the effective management of Logistics department in Humanity & Inclusion Yei field office and coordinating Logistics activities to Juba team. In this framework, the main duties will be:

<p>CHAIN OF COMMAND</p> <p><u>Under the authority of:</u> Area Manager</p> <p><u>Responsible for:</u> The Cleaners, Drivers, Casual/Temporary Logs Workers</p>	<p>WORKING RELATIONS</p> <p><u>Internal:</u></p> <ul style="list-style-type: none"> - Area Finance Department - Area Administration - Country Logistics department - Area Security Focal Points - Project Managers <p><u>External:</u></p> <ul style="list-style-type: none"> - Donors - National Authorities - National and International Partners (including working groups and coordination bodies)
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HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities. The operational context in South Sudan today is considered largely humanitarian/emergency while phasing in resilience programming.

Under the responsibility of the Logistics Manager and based in Yei, the Log Admin Officer contributes within South Sudan Logistics as a key member of the support function and support all shared services related activities. Post holder is responsible to help supervisor and float ideas to maintain effective support system and as per requirement provide technical support. The position holder will develop and conduct support related trainings of the staff, when required.



Missions / responsibilities¹

Finance Roles

- Review transaction documents to ensure compliance to HI internal standards and minimum donor requirements before making payment.
- Making sure that all invoices passed for payment have the relevant supporting documentation and are appropriately approved by the budget holders.
- Administer Petty cash payments ensuring sufficient cash flow at the site.
- Update the petty cash and log books, monitoring cash balances in the petty cash float
- Submission of monthly statutory tax returns to the National Revenue Authority
- To maintain and keep all finance files updated making sure that on daily basis all the relevant accounts documents are filed correctly.
- Posting of all financial transactions in Navision Excel files and ensure timely submission to Head office.
- On a monthly basis, scan all finance documents for submission to Head office, and archive electronically.
- Arrange for submission of original accountancy documents to Head Office on Monthly basis.
- Ensuring all the transaction payments are properly coded before any payment and posting in Navision Excel files.
- Any other duties assigned by the supervisor

Admin / HR roles

- Assist with day to day operations of the HR/Admin functions.
- Ensure compliance and accurate and timely maintenance of up-to-date staff records in file by ensuring timely follow up of HR documents from all staff, Scanning & filing copies at area level, sending original document to Juba on Monthly basis.
- Process documentation and prepare reports relating to personnel activities (recruitment, Orientation, training, grievances, performance evaluations etc.)
- Coordinate HR projects (meetings, training, surveys etc.) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, overtime, leaves, attendance sheets, etc.)
- Communicate with local authorities on matters related to Human Resources when necessary.
- Support Area Recruitment process.
- Update recruitment database non regular basis
- Processing expat visa, entry permit, work permit, alien registration, travel authorization etc.
- Archiving the HR documents as per the process

Logistics Roles

- Ensure that HI procurement procedures are respected for every purchase conducted
- Collect quotations, suppliers' references, negotiate contracts with them (prices, delivery time, and payment terms), and make sure that HI is benefiting from the best deals available on the market.
- Ensure the adequate filling of purchases files: signatures, presence and validity of the documents, in order to guarantee accurate traceability of all purchases throughout the supply chain
- Provide updated procurement tracker on a weekly basis (every Friday)
- Organizing vehicle for daily staff movement within the base and organize transportation for HI staffs travelling to/from juba
- Ensure timely servicing and maintenance of HI vehicle
- Ensure HI vehicles are fueled on a weekly basis and keep accurate fuel records and fuel consumption
- Evaluate, manage and monitor drivers
- Ensure the proper use of HI assets and equipment in the base



- Always know all the details concerning the equipment's: location, state, user, requisition number, price, donor and ensuring that the movement of HI assets is tracked and the necessary documentation is done when an asset changes its status
- Ensure internet is working, conduct regular backups of data, report immediately in case of any breakdown
- Basic troubleshooting of PCs
- Responsible for the receipt, storage, accounting and reporting of all items in the office store (PPE, stationery, office and cleaning materials, project stocks)
- Conduct periodic inventory of stocks and review when needed
- Ensure house owner respects the lease agreements and provides power, water, internet and security guards for HI office.
- Organize accommodation for HI staffs visiting the base
- Provide vehicle report and logistics narrative (sitrep) to the Logistics Manager on a monthly basis

Other skills

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling HI values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same.
- Widely shares their personal vision for HI, engages and motivates others.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Values diversity sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

HOW TO APPLY

Qualified Applicant is required to submit his/her motivation letter and CV of not more than 5 pages clearly explaining your competency for this position.

You can submit your CV and Cover Letter to:

Human Resources and Administration Department, Humanity and Inclusion, Plot No 21A Block 01, Hai Gabat Maridi Road off GEMtel premises.

not later than **July 6th 2022** or my email to a.isaac@hi.org and copy

recruitment@southsudan.hi.org

NOTE : Due to urgent need for the position, Applications will be reviewed "on a rolling basis". Only shortlisted candidates will be contacted.



This is a locally recruited position, only applications submitted in HI Yei or Morobo field Office will be considered
Humanity & Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.

