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Approved by  
A Inspector of  
Labour  
Nette 4/21/21



## JOB ADVERTISEMENT

LOG/ADMINISTRATIVE MANAGER

Duty station: JUBA (With Frequent travel to project field locations)

Number of positions: One (1)

Basic Salary: 1759 USD.

Date Issued: 4/02/2021

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 40 years in actions Solidarites International 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.

#### 1. Objectives:

- Under the supervision of the administrative coordinator and of the Logistics Coordinator, the administrator – Logistician carries out administrative, accounting, financial and logistics management of his/her base, in compliance with donor and SOLIDARITES International procedures.
- He/she organizes logistics and administrative support to the programs and
- the administrator – Logistician is charged with ensuring that Solidarités International's Human Resources policy is properly implemented as well as of the supervision of all the logistics and administrative activities at the base level.
- He supports monitors and trains the members of his administrative team.
- He/she assists the base Manager or the Field Coordinator to implement the security procedures

#### 2. Team management

- Define the needs of administrative and logistics personnel at his/her base, and recruit according to the resources allocated
- Train, support and evaluate the administrative team at his/her assignment base
- Plan and direct the activities of the administrative and logistics teams
- Lead meetings for the administrative and logistics teams
- Conduct performance reviews for members of the administrative and logistics teams

#### 3. Reporting/communication:

- Establish and maintain relationships with local and regional administrative authorities, monitor regulations in force
- Take part in meetings relating to administrative aspects, represent Solidarités International on request and/or by order
- Ensure the compilation of price and supplier lists, as well as information in use (import-export, exemption, taxes)
- Ensure that internal order forms are monitored and that the status of each order is given to the person waiting
- Supervise the sending of administrative and procurement files of the closed programs to the Coordination according to the defined calendar
- Ensure that administrative and logistics reports are made to the coordination according to the Solidarités administrative calendar
- Consolidate logistics packs monthly and pass on to the logistics coordinator
- Provide to the logistics and Administrative coordinators with all information needed to draft intermediary and final reports





#### **4. Administration:**

##### **Administrative management of personnel:**

- Assist in welcoming and integrating new personnel, ensure they receive administrative briefing
- Supervise the administrative management of personnel recruitment and hiring at his/her base
- Supervise the archiving, handling and security of Solidarités International personnel files
- Draft employment contracts for employees at his/her base, and ensure that they are adhered to
- Ensure that performance reviews are carried out according to defined procedure, and monitor the professional development of personnel
- Centralise training requests from teams and set up a training plan
- Assist in ordering and determining disciplinary measures
- Apply the formalities provided for sanctions and for termination or breach of contract
- Supervise the collection of elements needed to establish wages and monitor their proper implementation
- Calculate taxes, complete returns and make statements and payments to the necessary organizations
- Assist in defining and applying Solidarités International's salary and social policies
- Evaluate risks linked to changes in compensation and social policies
- Oversee the setting up of legal representation and consultation bodies for personnel at his/her base, and assist in conflict management and resolution
- Conduct meetings and communication with personnel
- Track the cost of living
- Update the mission organization chart

#### **5. Cash-flow/bookkeeping:**

- Manage his/her base's cash-flow and ensure that banks and cash boxes are well supplied
- Manage transfers and monitor the security of funds
- Formulate cash-flow forecasts with the logistics officer and the program managers
- Supervise the upkeep and security of safes and cash-boxes
- Validate all disbursements and commitments of expenditure, in compliance with Solidarités International procedures
- Supervise account keeping at his/her base, monitor cash balances
- Monitor bank books for his/her base and keep the safe
- Prepare and supervise the monthly closing, review and integration of the accounting for his/her base
- Verify the accounting files before they are sent to coordination

#### **6. Budgetary / financial monitoring:**

- Update allocation boards for his/her base
- Update and analyze budget follow up in conjunction with logistic and program teams
- Make connections between budgetary consumption and activity progress. Propose solutions if necessary
- Monitor functioning costs at his/her assignment base
- Oversee adherence to donor administrative procedures
- Aid the administrative coordinator in formulating financial reports and carrying out audits
- Assist in formulating budgets for new projects

#### **7. Administrative management of the mission**

- Verify and validate all contracts drafted at the base
- Assist in selecting Solidarités International premises
- Ensure administrative monitoring of insurance locations, claims and contracts

#### **8. Logistics:**

##### **Supply Management**

- Carry out a purchasing environment analysis at the local level
- Supervise the update of price lists and supplier files
- Manage the Solidarités International purchasing procedures and those from donors funding the programs.
- Establish and update purchasing timelines, taking into consideration procurement tables, operation timelines and contextual and procedural logistical constraints



- Receive, approve and process requests for quotes and internal order forms
- Ensure that budgetary lines related to logistics are monitored and observed
- Supervise the preparation of purchasing documents and draft the contracts
- Participate in the drafting the call for tenders
- Supervise purchasing, ensuring that approval rules and procedures are observed
- Select suppliers and negotiate prices, deadlines and delivery methods
- Ensure that purchasing documents are complete and archived in keeping with Solidarités International procedures
- Ensure that dealings with suppliers are monitored

#### 9. Vehicle Fleet Management

- Negotiate vehicle rental contracts
- Supervise the planning and execution of maintenance and repair work on mission vehicles
- Establish vehicle movement schedules
- Ensure that a complete breakdown kit is available on board all vehicles
- Permanently ensure that all drivers have received general training and carry out regular testing
- Ensure that drivers are aware of their obligation to adhere to Solidarités International safety rules and procedures
- Check that vehicle log books are in place and are used correctly
- Ensure that fuel consumption and vehicle mileage are monitored, consolidated, analyzed and recorded
- Prevent the misappropriation of fuel and spare parts
- Ensure that all vehicles have accompanying administrative documents and that these are correctly filed and monitored

#### 10. Equipment/Telecommunications Management

- Update inventory in real time
- Optimize distribution of materials according to task needs
- Organize the installation, safe-guarding and monitoring of materials
- Install communication means and ensure that they are regularly maintained
- Train teams in the use of these communication means

#### 11. Management and Monitoring of IT Equipment

- Update antivirus software
- Implement backup and data-protection procedures
- Ensure the maintenance and correct use of IT equipment
- Provide technical assistance to teams and organize training sessions

#### 12. Supplies Management

- Select storage locations and create a plan for the development and security of these sites
- Ensure material is stored under suitable conditions and monitor expiration dates
- Ensure procedures are followed as stock is checked in and out
- See that all documentation linked to stock is complete and correct
- Supervise monthly physical stock inventory

#### 13. Security

- Implement team safety measures as determined by the coordination team
- Train teams in safety rules and procedures
- Pass on any security-related information to his/her line manager

### 5. III. Preferred Skills:

- Minimum University Degree in Logistics and Supply chain management, Business Administration or other related fields
- Written and spoken fluency in English is mandatory, fluency in Arabic is preferred
- 3 to 4 years' previous experience working in a similar position
- must be perceptive, communicate well with others
- Must be a System Integration professional with excellent skills in management and training
- Possess remarkable ability of oral and written communications
- good knowledge all MS Office programs (Word, Excel, Power Point)



- must be able and willing to travel to field locations in Western Bahr el Ghazal, Upper Nile, Jonglei and Central Equatoria

**6. Line manager:** Logistics Coordinator and Admin Co.

**Contract:** fixed-term contract of 5 months, extendable Subject to performance and Fundings.

**Working hours:** From Monday to Friday 8:00-17:00. As an executive job, some flexibility can be expected from the employee.

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

You can asl well send your application on the below email address;

[Juba.adm.recruitment@solidarites-southsudan.org](mailto: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:** 23/02/2021.

