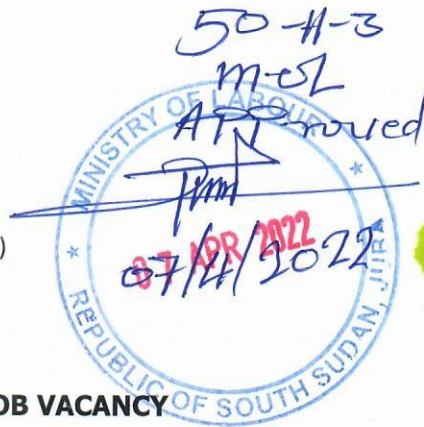


AAH-I South Sudan Country Programme
Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
Juba Town, Republic of South Sudan



JOB VACANCY

PMS/FMS/WMS DATA OPERATOR

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities. AAH-I also works with other marginalized communities, including pastoralists and people living in informal urban settlements.

In South Sudan, AAH-I works in Greater Equatoria, Greater Jonglei, Greater Upper Nile and Greater Unity State, with field offices in Juba, Yei, Maridi, Yambio, Mundri, Bor, Wau, Ajong Thok, Maban and Malakal.

AAH-I South Sudan Country Programme is looking to recruit a suitably qualified candidates to fill the vacant position of **PMS/FMS/WMS DATA OPERATOR** to be based in **Jamjang, Ruweng Administrative Area**

Reports to: Workshop Manager

Liases with: Workshop foreman, Warehouse officer, Fuel Controller, Logistics officer, Admin officer and Storekeepers

Duty Station: Jamjang, South Sudan

Job summary and Purpose

A. Responsibilities;

The PMS RESPONSIBILITY

- Workshop Data Processing / Data Treatment
- Ensure that PMS asset list is in conformity with the official asset list (Reconciliation).
- Guarantees the quality / feasibility of all information registered into the Workshop Management System (PMS) (Relays, accuracy of the information / comparison with the workshop effective activity).
- Submit all ad-hock or treated information required for the workshop management.
- Ensures All stocks issued, received or transferred to other locations are Updated on PMS.
- Monitors and reports any threat to effective operation of the PMS system.
- Carries out PMS data backup, to all relevant levels twice in a month.
- Generates Monthly Workshop repair costs report
- Generates Monthly stock balance report and ensures consistency with PMS data
- To ensure PMS is used alongside with other integrated system- ERP and efficient transitioning to ERP is realized.

FMS RESPONSIBILITY

- To carry out day to day administrative duties in the Fuel/Data office.



- Supports the Fuel Controller in liaison with the Fuel Dischargers to ensure compliance to the Fuel Operations SOPs.
- Ensuring the safety, security and proper functioning of the system computer and its accessories.
- Receive and follow up on the documents on daily fuel transactions for timely data entry.
- Verify that the collected documents are valid for processing and filing.
- Correctly record the fuel data in the FMS.
- Crosscheck system generated data against physical documents to ensure that the information stored reconciles with the physical documents.
- Perform a regular data back up to twice per month.
- Generated weekly, monthly, quarterly, annual system reports or as may be required by operations the operations office.
- Keeping a good record of work for reference purposes (clearly marked & organize files).
- Perform other duties that the supervisor will assign which may not be in the JD but within the project mandate.
- To ensure FMS is used alongside with other integrated system- ERP and efficient transitioning to ERP is realized.

WMS RESPONSIBILITY

- Proper use of Warehouse Management System (WMS) on daily, Weekly and Monthly data management and reporting.
- Ensure WMS is linked to physical warehouse inventory and tracking the discrepancies in online stock (CRIs).
- Proper management of WMS to Match the Incoming and Outgoing shipments.
- Capacity building of a system backup staff.
- Ensure efficient management of receiving and shipping tasks of online Items.
- To ensure WMS is used alongside with other integrated system- ERP and efficient transitioning to ERP is realized.

PMS/FMS/WMS DAT OPERATOR TASKS

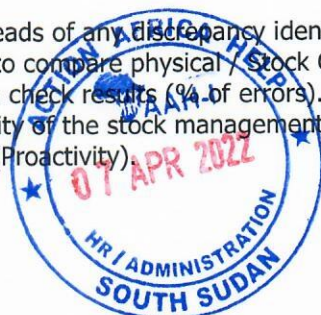
B. Tasks

Data Processing:

- Collect in the different services all document to be registered in the PMS /WMS & FMS System (proactivity)
- Guarantee that all document to be registered are transmitted (Set-up a procedure to check form alphanumerical numbers and trace all missing forms). / Request and trace missing documents.
- Verify the validity of the document (Only authorized person to sign) / Reject none conform documents.
- Proceed with the registration of documents (immediately).
- Set-up a systematic auto control procedure to verify the accuracy of data entries (print out of registered information attached with document) / Proceed immediately with data entry corrections (all correction in relation with spare parts stock level to be authorized by the Workshop Manager by completing the Stock Adjustment form).

Stock control (support role):

- Inform immediately the Section heads of any discrepancy identified.
- Proceed with regular stock check to compare physical / Stock Card and PMS/WMS stock (in coordination with the Section heads/ Inform on check results (% of errors).
- Propose solutions to improve quality of the stock management by facilitating access to treated information to the Store Keepers (Proactivity)



General tasks;

- Insure that a print out of the data entry is attached to the document before filing (auto control procedure).
- Guarantee the respect of SOPs by informing immediately the Workshop Manager , ware house officer and fuel controller if a irregularity in the process is observed (ex: car entering in the workshop without opening of PMS Job Card).
- Provide upon request all print out / extracted data and information required by the section heads, administration and Finance Department.
- Produce ad-hoc analyses, documents, and reports upon request of the section heads.
- Inform immediately management of any information that can have an impact on the operation activities.
- Establish strong collaboration and working relation with the section heads and other key staff to insure an efficient data processing of information.
- May perform other task that may be assigned from time to time as normal routine duties.
- Advises the Section heads on parts movement and need for replenishment.
- Trains and Develop capacity of PMS assistant
- Supervises PMS assistant.

C. Required qualifications, competences and experience

Qualifications

- Minimum of diploma in IT, data Management, or its equivalent.
- Relevant experience in encoding and data management.
- Experience in data management for workshop stocks, Spare parts and stores inventory.
- Advanced notions in computer literacy / data processing (Word, Excel, Access)
- Good Command in English read / written / spoken.

Professional experience

- At least 3-5 years' work experience in a comparable position with references

Other knowledge, additional competences

- Sensitivity in handling and disposing of documents which may be important
- Reliability and good organisational skills
- Analytical Skills and problem-solving skills.
- Report writing.

Other desired attributes

- Good Character
- Honest
- Team Player
- High integrity.
- Timely in task execution and reporting.
- Effective Communication and reporting



Application Instructions

AAH-I is an equal-opportunity employer.

Interested candidates should address their application letters to the HR Manager AAHI South Sudan and position clearly indicated on the envelope OR email application letter and CV (with 3 referees) addressed to recruitss@actionafricahelp.org.

Hard copies applications can be submitted and delivered in sealed envelope at the **AAHI/UNHCR Logistics Base, Jamjang and AAHI/UNHCR Logistics Base Juba**

Deadline: All applications must be submitted latest by **28th April 2022 COB (4.00PM)**.

Due to the high number of applications we receive, we will only get back to shortlisted candidates.

