



Job Posting

We are seeking qualified and highly motivated applicant for [LOGISTIC & ADMINISTRATION OFFICER]; the position will be based in [JUBA-SOUTH SUDAN].

General objectives of the function:

He/she will be responsible to carry out the logistics and administration activities of the Doctors of the World-Spain project in Juba, South Sudan, following the instructions of the Logistics Coordinator, Administrative Coordinator, Project and Economic-Financial Departments of the Headquarters, and the conditions and resources established in the projects in order to achieve the objectives.

Specific duties:

1. Administration & Finance & Human Resources

- Ensure basic adequate financial systems and cash management across the programme in line with MdM finance guidelines
- Be responsible for bookkeeping (accounting) under the line management of Administrative Coordinator
- Ensure the correct use of the procedures defined in the MdM's administrative guide, and the rules of the project donors
- Manage the filing, storage and security of the financial documents
- Responsible for the legal processes of the organization, with the support of the logistical and administrative area in HQ and Administrative Coordinator: obtaining work and residence permits for expatriate staff, and to ensure human resources and administrative policies and procedures for national staff are in compliance with local labour law
- Ensure all staff files are up-to-date
- To prepare payment taxes according to Government regulations

2. Logistics

- Ensure procurement in the respect of MdM procedures, guidelines and policies
- Support logistics area in the management of logistics requests with the supervision of the Logistics Coordinator. Ensure that purchases correspond to the logistics order cycle.
- Ensure basic country procedures and policies management (supply chain, vehicle fleets, communication system, emergency preparedness and security in line with MdM guidelines
- Coordinate the system to include all financial supporting documents, equipment manuals, logistics documentation





The position's requirements are:

Academic Qualifications; [General Technician in Business, Administration, Logistics or relevant field of study]

Experience: [Administration of Accounting and Human Resources Area

- Experience in economic/finance project management
- Experience in logistics and operational support functions with an international organization
- Domain of Office Package

Competencies; 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 and availability for humanitarian commitment and administrative management
- Punctuality and responsibility

Languages; English, Arab and/or Dinka

Computer requirements; Office package user level

Availability; Incorporation date June, Availability for 3 months (it may be extended)

How to Apply?

Submit CV along with Motivation letter (including job reference) + letter/diploma latest by [31/05/2020] to the email addresses: hr.ss@medicosdelmundo.org

Note: Please mention the position title in the subject line of your email otherwise your application will not be entertained.

Sincerely
Admin TEAM

*Approved by Labour for
Assistant*

