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Approved



03/10/2023



Hilfe Zur Selbsthilfe

Help

Hilfe zur Selbsthilfe

Job vacancy: Office Admin Assistant.

Help - Hilfe zur Selbsthilfe is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

The overall objective of the **Help – Germany** in South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, Help - Germany implements a multi-sectoral program that includes Food Security & Livelihood, Nutrition, WASH as key activities. Help -Germany currently works closely with the County WASH, Agriculture and Health Departments in large scale county wide WASH and Nutrition programming. Help's Nutrition and Food Security programming is expanding its outreach mechanisms and introducing new initiatives. Help - Germany has program activities in Lakes State.

Scope of position:	Full-time (40 hours/week)
Place of work:	Juba
Contract duration:	6 months with possibility of extension depending on availability of funds
Start date:	Immediately
Direct Reporting:	Logistics Officer
Doted Reporting:	HR/Admin Officer

Key Responsibilities

General Supervision

Through the implementation of standard procedures, guarantee the "essential" quality of technical staff under his/her responsibility.

Proposes to the Logistics Coordinator modifications in the support functioning or its organisation in order to improve the quality of service given to users

Technical Supervision

- Ensure that procedures of monitoring and maintenance of infrastructures, installations and equipment, are properly implemented, according to Help and donors standards and essentials.
- Guarantee that repairing and maintenance are done within deadlines.
- Is responsible for the administrative follow-up of the teams in the Juba office (inventories and identification files).

Ensure the proper and efficient filing systems and structure at Juba Country Office level



Administrative Supervision

Ensure the check up, follow-up, and filing of administrative documents (purchase orders, deliveries, etc), under the line manager supervision and the administration department's support.
Monitor the consumption of mechanical and electrical vehicles/machines/devices (fuel and spare parts), as well as energy consumption (water, electricity, etc).
Ensure formal validation and follow-up of procurement transactions, invoices, and their correct accounting registration

Supplies

- Following the procedures set up by the Logistics Coordinator ensure the administrative management of procurement filling and processing at juba Country Office level i.e.
 - To receive PRF from applicant after all required validations as defined in the procurement procedures manual.
 - To conduct market survey for quotation ensuring that all procedural requirements are fulfilled during this process.
 - To Prepare Bid Analysis where applicable, to finalize the supplier(s). It is imperative to ensure that quotations carry all essential information needed for a valid bid analysis.
 - To perform Sample analysis, where required to support bid analysis to finalize bid analysis process.
 - To prepare Purchase Order / Supply Contract and getting it signed according to procurement procedures and administrative requirement and standards
 - To regularly updating Procurement Tracker with complete information and sharing it periodically (fortnightly) with head of departments/projects
 - Guarantee the quality of products, services, deadlines and price competitiveness (several quotati respecting ethical rules.
- Ensure the administrative follow-up of internal and external orders; ensure that all documents related to them (way-bill, packing list, stock release etc) are filed.
- Ensure reception conditions of freight or arriving material, as well as the organization and setting up (packaging and documentation) of material before its shipment/ dispatch.
- All purchase folders must carry all required documentation, procurement procedures demand i.e. PRF, quotations, CBA, PO/Contract, Good Receiving Notes, Copy of Invoice and proof of payment.
- Filing of all purchase folders equally and chronologically in a manner that all folders are easily accessible when needed.

Ensure communication with all mission stakeholders including the field concerning the follow-up of their orders.

Assets

- Assisting Logistics Coordinator with support from direct line manager in management of assets and equipment in the mission at field level including conducting periodical physical inventory, tagging, preparation of certificates, and identification of technician/suppliers for repair and maintenance of equipment where needed.
- Ensuring secure and safe storage of all assets not in use and ensure proper documentation as required.
Manage proper asset lending certificates filling system to ensure easy reference when required

Stock/

Warehouse



- Ensure good warehousing and stock management procedures and systems are maintain and managed
 - Ensure accurate stock reports are generated and maintained as required as per mission standard requirement
- Ensure good management of goods during receiving and dispatching. Ensuring goods are properly checked and verified before receipt and dispatch
- Premises

Provide supervision for the maintenance and repairs of the Juba office compound when required

Recruitment

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- Assist the HR/Admin Officer in advertising vacancies (including liaison with advertising sources) in accordance with recruitment procedures and deal promptly with all recruitment-related correspondence.
- To coordinate receiving, screening and processing applications according to approved criteria and in arranging interviews.
- To assist in the long listing, interviewing and induction process
- To solicit for references/recommendations for selected candidate.
- Arrange pre-employment medical examinations, ID passes for new staff where necessary
- Create and maintain staff briefing files
- Co-ordinate and assist HR/Admin Officer in the briefing and induction for newly recruited staff

Staff Development

- –Maintain staff development records / database and assist the HR/Admin Officer to implement staff development plans
- Assist the HR/Admin Officer in the organization and delivery of internal Learning and Development workshops and in more informal L&D activities
- Liaise with HR/Admin Officer to update managers with information on staff development

Administration

- Coordinate visa applications / work permit procedures for expatriate staff as required

Update a tracking sheet to monitor expiry of Visa, and work permits for expat staff and share with the line manager.

- To assist the HR/Admin Officer in organizing following up of the appraisals for the staff.
- Create and maintain Personnel files and ensure new staff have completed and submitted all employment paperwork e.g. signed contract, photocopies of passport, photographs, Educational Documents, National Identity card



- Assist the HR/Admin Officer with disciplinary procedures including the gathering of information and filing confidential documents appropriately.
- **External Relationships / Representation**
- Establish good working relationships with Human Resource and Administration practitioners of other agencies, and with clerical staff of governmental offices to facilitate administrative procedures.

Information

- Informs his/her team about guidelines/informations coming from the line manager.

In the absence of the line manager, he/she is an information referent for internal counterparts

Reporting

- Prepare and share Periodic Reports of logistics activities i.e. Monthly Logistics Report for previous month and submit to Logistics Coordinator by 4th of each month.
- Immediately inform the line manager of information that has or could have an impact on the security and safety of Help staff and /or properties.
- Informs the line manager on any relevant matter and arising problems.

Takes part in the preparation of activity reports, and ensure statistical assessment of the assigned departments

Others

Any other duty that may be assigned which is not mentioned in the Job description but applicable to the function.

Qualifications, Experience and Skills

- Minimum one year of working experience in the field of Logistics, HR and Admin in an International Organization. Degree / Diploma in Management, Economics or in any Technical field
- Ability to learn, flexibility, ability to work in a multi-disciplinary and multi-cultural environment, good communication skills, initiative, open-minded.



HOW TO APPLY

Interested candidates who meet the above criteria should submit their applications which shall include a cover letter, together with an updated CV with at least three referees with their telephone and email contacts.

Address your application to: **The Human Resource Department, HELP Hilfe zur Selbsthilfe South Sudan**. Qualified female candidates and persons with disabilities are encouraged to apply

Applications can be submitted online to this email recruitment-ssd@help-ev.de, . **Closing Date for receiving applications is: 20th /10/ 2023 @ 5:30 PM Local Time and Applications will be reviewed on a rolling basis and the position might be filled before the closing date.**

