



ZOA Dorcas (ZD) South Sudan is a faith-based organization that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organizations were individually present in South Sudan for a long period (ZOA since 1998; Dorcas since 2008). Our complementary expertise and geographical coverage enable us to achieve more impact in reaching those most affected by crises. ZOA Dorcas supports communities affected by conflict and natural disasters in hard-to-reach areas in South Sudan. The organization has extensive experience and expertise in the following sectors and themes: Food Security and Livelihoods (FSL), WASH, Peacebuilding & Reconciliation (including socio-therapy) as well as TVET & Inclusive entrepreneurship. Localization (building institutional capacity of local partners), Cash & Voucher Assistance, Disability Inclusion and Women Empowerment are crosscutting themes (. ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap, Northern Bahr El Ghazal and Jonglei State as well as Greater Pibor Administrative Area. ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

**Manager of Operation
(Stationed in Juba, South Sudan)**

Starting date: as soon as possible
Frequent travel is required

Purpose of the position

The Manager of Operations ensures the effectiveness and efficiency of the operational support processes. This demanding role necessitates a highly skilled individual with a proactive, hands-on approach. The Manager of Operations is directly responsible for logistics, procurement, warehouse management and ICT in the main office located in Juba. Moreover, this role involves functional oversight of these vital activities in field locations.. The Manager of Operations is a member of the Country Management Team (CMT).

Main responsibilities:

Logistics

- Responsible for overall fleet operations, maintenance, repairs and safe operational condition of the fleet of vehicles and motor bikes.
- Responsible for proper planning and use of vehicles, ensuring that transport services are cost efficient and reliable.
- Responsible for the coordination and timely delivery of supplies to projects.

Procurement

- Responsible for timely and cost-efficient procurement of goods and services in line with the ZOA Dorcas procurement policy, applicable legal requirement and donor guidelines. This also includes proper documentation and contracting of suppliers and other service providers.

Facility management & ICT

- Responsible for the maintenance and proper use of the facilities in the office compound and the guesthouse.
- Responsible for the ICT infrastructure, safeguarding of data and proper use of ICT equipment.

Strategy and leadership

- Develop a strategic focus on the position of the department and represent that position as part of the CMT.
- Pro-active contribution to the strategic direction of the organization through an active participation in the CMT.
- Daily management of the operations department consisting of a procurement officer, logistics officer, drivers and cleaners.
- Ensure compliance with logistics, procurement, warehouse, and ICT policies and SOPs, and update them if required to ensure Dorcas' and donors' standards are met.
- Develop and monitor departmental budget.
- Coach and tutor staff regarding applicable policies and procedures.
- Other tasks as assigned by the Country Director within the framework of the position.

Job Requirements:

- Master's degree in Procurement, Supply Chain Management, Business Administration, Operations Management or related field.
- Minimum of five (5) years of proven experience in related field.
- Experience working in an international and cross cultural context.
- Excellent planning, organizational and reporting skills.
- Ability to maintain relations with stakeholders.
- Flexibility, adaptability, firm in adherence to policies.
- Strong communication skills in English, both verbally and written (including negotiation and presentation skills). Arabic is considered an asset.
- Personal qualities of integrity, credibility and interpersonal and cultural sensitivity.
- Settled character with ability to cope with stressful, delicate and possibly dangerous situations.
- Ability to thrive in a fast-paced, challenging environment and adapt to changing priorities.
- Support of the Christian identity of ZOA Dorcas.
- Full support for the vision and mission of ZOA Dorcas.

We offer:

ZOA Dorcas offers the opportunity to become part of a growing International NGO with a dedicated team of professionals. ZOA Dorcas offers a suitable pay and benefits package that is justifiable to our donors. Furthermore, you will be offered an initial 12 month contract. Depending on continued funding, your performance and fit with the organization and staff, the contract may be extended.

Information and application

Interested and qualified candidates are kindly invited to send a cover letter and resume (both in English) no later than **16th January 2024** to recruitment.southsudan.wau@zoadorcas.ngo. In your cover letter please reflect on your motivation for wanting to become part of ZOA-Dorcas, being a Christian organization.



Only shortlisted candidates will be contacted. Due to the urgency to fill this role, applications will be reviewed on a rolling basis. Should you wish to apply for this post you are kindly advised to submit your application as soon as possible.

Note:

This position is for South Sudanese Nationals ONLY.

ZOA Dorcas is an Equal Opportunity Employer. **For this position, women are specifically encouraged to apply.** Human dignity is central to our work, and we look for candidates that adhere to our core values: We are People Centered, Good Stewards, Faithful and We Serve with Integrity. ZOA Dorcas is committed to the protection of children and adults from (sexual) exploitation and abuse and has **Zero Tolerance** in case of breach of our code of conduct. ZOA Dorcas staff are expected to uphold these values and share our commitment. ZOA Dorcas will perform due diligence checks for this vacancy.

All staff are required to sign and adhere to the ZOA Dorcas Code of Conduct including Child Safeguarding (following guidelines of PSEA - Protection against Sexual Exploitation and abuse). Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.

