

JOB ADVERTISEMENT

VACANCY NUMBER: Admin & Ops/ Akot, Lakes States /001

Job Title: Administrative and Operations Officer
Department: Operations
Band/Grade: 7
Reports To: Program Manager
Country/Location: Akot Lake States, South Sudan



About CRS

Catholic Relief Services (CRS) carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff, and as partners, people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS has been operational in South Sudan since 1983, focusing on community-based food and livelihood security through agriculture, health, peacebuilding, emergency relief, and savings and lending activities.

Job Summary:

This role reports to the Program Manager and is based in Akot, Rumbek East in Lakes State. The Administrative and Operations Officer is responsible for all support operations. S/He is expected to lead the compliance of the field office with organizational policies and procedures. The Administrative and Operations Officer must have expertise in field office administration (e.g., asset and inventory management, facility management, fleet & flight management, security, local procurement, cash-in-hand management), be detail-oriented and team-oriented, and be able to work independently.

Roles and Key Responsibilities:

- Manage the entire process in the planning of office/compound administration (office and accommodation rooms), local procurement, travel and supply chain activities, inventory control, logistics and distribution, and fleet management, ensuring effectively functioning processes to avoid costly delays.
- Operations leadership: Ensure compliance and adherence to office operations procedures (offices, guesthouses, generator and solar operations, internet, water supply system) and that the compound is a clean working and living environment for staff. Support operations and programming team in initiating requests for needed items and services; advise management on any actions needed from the program team to ensure they will have the services and supplies needed for planned activities.
- Inventory and Asset Management: maintain accountability of all inventory and assets; identify and forecast future asset needs; manage effective internal controls of storeroom access, usage, and release of assets and inventory, asset stewardship; and maintain an accurate, up-to-date database of inventory and assets.
- Stock Management and Distribution: Manage the stocking, storage, and movement of items and support stock transportation.



Required Languages – Fluency in English and local languages in Yirol West and Rumbek East

Travel – The position is based in Akot, Rumbek, supporting CRS work in Lakes State

Key Working Relationships:

- Supervisory: Office maintenance staff, Drivers, and Security Guards
- Internal: Program Manager, Project Officers
- Administration, Finance, and Operations Teams in CRS Juba

AGENCY-WIDE COMPETENCIES (for all CRS Staff)

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Personal Accountability
- Acts with Integrity
- Builds and Maintains Trust
- Collaborates with Others
- Open to Learn
- Strategic Mindset
- Develops and Recognizes Others
- Leads Change

Disclaimer: This job description is not an exhaustive list of the skill, efforts, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

CRS is an Equal Opportunity Employer

- ❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*
- ❖ *Female candidates are **HIGHLY** encouraged to apply.*
- ❖ *Only short-listed candidates will be contacted.*



Application Submission:

Interested Candidates should apply through this <https://form.jotform.com/233113816777561>
Please open the link, fill out the form and drop a **Non-refundable** application letter with CV together with the names of three professional referees with recent employer, Copies of Academic Certificate, transcript & National ID to any CRS office not later than **January 16, 2026**.

"This position is pending donor approval".

