



Term of Reference CCCM Protection Project Officer

Position: CCCM Protection Project Officer

Reporting to: Project Manager

Duration: 6 months (renewable)

Date of Issue: 15-August-2019

Date of Closure: 05-September-2019

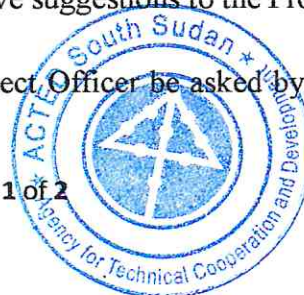
1-Organization Description:

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. Its activities range from emergency relief to development projects. ACTED South Sudan is currently looking for one (1) qualified candidate for the position of Protection CCCM Project Officer for its CCCM activities across South Sudan.

2. RESPONSIBILITIES:

a) Supervision of protection activities in Juba CCCM Mobile Team

- Support Project Manager in the implementation of activities
- Follow-up and report of activities
- Supervision and support of the CCCM Mobile Team staff
- Support in the realization of training package
- Assist the project manager in the monitoring of the project
- Assist the project manager with community relations and mobilization
- Support the organization and the promotion of meeting, trainings and events
- Drafting coordinated plans and activities with the Project Manager to support the implementation of the project in a timely manner
- Preparing work plans for various elements/components of the project on a yearly basis under the guidance of the Policy manager
- Monitor progress on regular basis and give suggestions to the Project Manager
- Information management
- Furthermore, the CCCM Protection Project Officer be asked by their supervisor to perform any related duty.





QUALIFICATIONS:

- Diploma /Bachelor Degree in social sciences, law or related field
- Proven experience in protection project of at least one year
- Availability to work in the PoCs
- Furthermore, the outreach workers can be asked by his supervisor to perform any related duty.
- The Employee acknowledges to know ACTED's Charter and Regulations and compromises to act accordingly.
- Strong problem solving, analytical, reporting and communication skills
- A demonstrated ability to multi-task, prioritize and process information into action.
- Ability to work with Microsoft Word, Excel, Power Point and Outlook.
- Fluency in English (Oral and Written). Knowledge Arabic language is an asset

I have read and understood the job description and I agree to perform the duties stated herein to the best of my ability. This job description can be updated during the time of the contract.

APPLICATIONS:

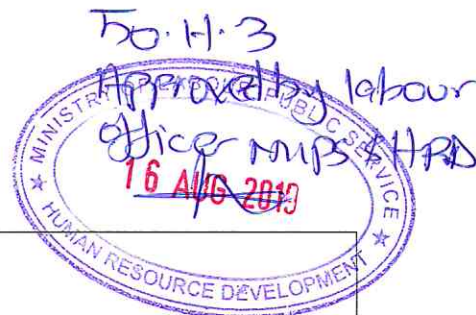
Please hand in a CV and cover letter detailing how your experience and skills match this position description to the ACTED Main office in Hai-Cinema behind concord hotel not later than **September 05 by 5:30PM** or email **juba.hrofficer@acted.org**

Note: applications will not be returned so apply using your document copies and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on your envelope your contact and name





ACTED



Terms of Reference Stock Officer

Position: Stock Officer

Reporting to: Logistics Manager

Duration: 6 months (renewable)

Date of Issue: 15-August-2019

Date of Closure: 05-September-2019

JOB PURPOSE

The Stock Officer, under operational guidance of the Area Logistics Manager, is responsible for stock management in Maban. The Stock Officer ensures that reception, storage, organization of the warehouses, record keeping, reporting and proper documents filling are carried out on regular bases. He/She supervises the work of the Stock Assistant and Stock keepers and ensures that ACTED stock management procedures are followed and respected at all times.

CHAIN OF COMMAND

Under the authority of:

- Area Logistics Manager
- Area Coordinator

Line Management:

- Stock/Asset Assistant
- Stock keepers

WORKING RELATIONS

Internal:

- Area Logistics Manager
- Program Managers/staffs
- FLATS staffs

External:

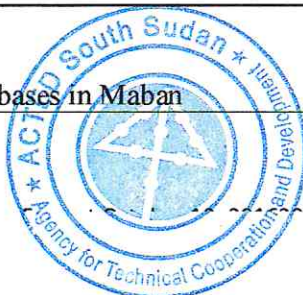
- National/International Organizations operating in the area.
- UNHCR
- WFP
- FAO

OBJECTIVE

To ensure ACTED stock management procedures are followed and respected all the time.

ROLES AND RESPONSIBILITIES

- Manages all the warehouses in the 4 bases in Maban



- Take care of all the deliveries from suppliers, Juba and partners (UNHCR, FAO, WFP...)
- Anticipate the delivery and mainly the space needed in the warehouses
- Create the new stock card with the right reference
- Ensure the stocks are updated as soon as items are received/issued by the stock keepers
- Update the stock list on a weekly basis
- Ensure warehouses are per project code and the items are arranged by item family
- Ensure monthly stock inventory is done for each project
- Check the stock folders per project and see if all the documentations are filled properly
- Must have a vision of what we need to improve the condition of storage (wooden pallet, shelves, plastic sheet...)
- Share monthly stock lists with program managers
- Build the capacity of the stock keepers

QUALIFICATION/EXPERIENCE

- Must be a university graduate preferably from economics/accounting or higher secondary school leaver
- Must be a South Sudanese national
- Must be able to work in stressful environment
- At least 3 years working experience with any international organisation in stock management.
- Must have good knowledge of computer (excel)
- Must have leadership and problem -solving skills and the capacity to deliver services under pressure

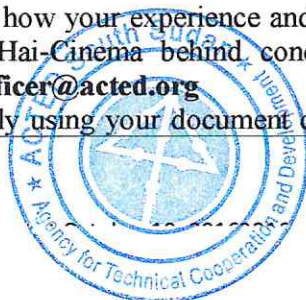
KEY PERFORMANCE INDICATORS

- Accuracy in stock list
- Meeting deadlines
- Organization of items in the warehouse per item family
- Monthly stock inventory
- Monthly store inspection sheets
- Proper filling of stock documents

APPLICATION DETAILS :

Please hand in a CV and cover letter detailing how your experience and skills match this position description to the ACTED Main office in Hai-Cinema behind concord hotel not later than **September 05 by 5:30PM** or email **juba.hrofficer@acted.org**

Note: applications will not be returned so apply using your document copies and only shortlisted



candidates will be notified. Also indicate the post you applied for clearly on your envelop.

