

50-H-3
Approved by *Senior Inspector*
MOL/RSS/TJ/
Chakho
28/09/2022



CBM is an international Christian development organization, committed to improving the quality of life of people with disabilities in the world. CBM addresses disability as a cause and consequence of poverty, and works in partnership to create an inclusive society for all.

Administration / Logistics Officer

We are looking for someone who will ensure

- Manage professional office administration and efficient operations of the Country Office in line with relevant CBM standards;
- Document and maintain updated administrative processes and procedures; initiate and lead regular reviews to ensure clarity, effectiveness and efficiency;
- Ensure that CBM is complying with in-country regulatory requirements such as registration and related annual reporting to relevant authorities.
- Effectively line-manage the administrative staff based on performance;
- Handle alien registration, visa applications for visitors and processing of work permit for expatriate/ International staff;
- Coordinate office meetings, workshops, conferences, training, etc as scheduled;
- Coordinate with the support staff to handle official correspondence with authorities, business registrations, etc;
- Provide support to the Country Director specific to the operational requirements of his/her position, such as schedule management meetings and minute taking and writing reports on discussions;
- Ensure office and property/facility management, overseeing maintenance and repair works on CBM premises or on CBM assets; facilitating and following up on Accessibility and Inclusion audits;
- Work with the security and safeguarding focal persons to ensure minimum standards of safety, security and safeguarding and in place.
- Proactively develop a procurement master plan to guide all procurement activities and deadlines for the year;
- Receive procurement requests, commence the procurement process and oversee integrity of the process before payment is made;
- Ensuring that all procurement approvals, processes, decisions and challenges are adequately documented in agreed format and filed on time;
- Maintain a robust supplier database of CBM preferred suppliers of goods and services across the Country. As a committee member, guide in the selection/use of pre-qualified suppliers; vendor rating to ensures fair vendor selection for all procurement processes per the set thresholds;



- Manage communication and relationships with all suppliers and contractors to facilitate smooth implementation of procurement procedures, identifying any issues that would impede timelines and delivery for resolutions;
- Prepare and maintain contract register and ensure all contracts are up to date as per the CBM's policy. Conduct supplier assessment prior to contract renewal as per the procurement policies.
- Ensure all CBM assets, equipment and vehicles are timely and adequately covered for risks through various applicable insurance products;
- Control and maintain a CBM asset register and inventory, in line with CBM or donor requirements, as applicable. Plan and execute the asset verification on a quarterly basis and update the register. Report on any variances;
- Maintain an up to date and accurate asset register by tracking, tagging, and archiving of asset lists/registers, with close collaboration with the Finance and Grants Specialist;
- Coordinate timely disposal of old and obsolete office equipment and assets, as guided by CBM guidelines on disposal;
- Verify physical inventory and stock by conducting spot checks periodically and investigating discrepancies to ensure accurate records, with close collaboration with the Finance and Grants Specialist.;
- Enforce HR policies and standards compliant with local regulations and CBM standards;
- Ensure on-time delivery of HR services and accuracy of information, in close collaboration with the Country Director and Regional Hub HR Manager;
- Provide timely and consistent HR data for the Country office to facilitate the preparation and dissemination of HR reports;
- Maintain the HRIS database in a safe and secure location, and in compliance with applicable CBM standards and legal requirements;
- Keeps employee records up-to-date by processing employee status changes in a timely manner and maintains personnel files and leave information;
- Maintains a database of employee contact information;
- Monitor scheduled absences such as holidays or travel as per policy and coordinate actions to ensure the staff absence has been adequately covered off to ensure continuity of services;
- Submit HR recruitment / contracting requests for approval in line with the Authority Structure;
- Facilitate the in-country recruitment and candidate selection process in line with CBM standards;
- Coordinate the process of induction & briefing for new staff in the Country Offices;
- Ensure employment contracts are in place and inform the Country Director in a timely manner of contract end-dates;
- Support the Regional HR Manager with administrative and logistical aspects of expatriate/International staff assignments, such as arranging house leases, security, vehicle, etc;
- Coordinate the effective implementation of the annual performance management process by line managers in line with agreed timelines;
- Ensure CO compliance on inclusive employment, compensation and other issues in line with local regulations and CBM standards;



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- Manage and coach the CBM staff under direct line management, which includes: selection, job description updates, performance management, capacity development planning, work plans and follow up, delegation and motivation.

We are looking for someone who has;

- Relevant university degree in Procurement and Logistics Management, Business Administration or any other relevant field.
- Minimum three years' experience in a similar position within a reputable organization, preferably a development organization.
- CIPS or other Procurement qualification will be an added advantage
- Effective interpersonal and communication skills.
- Ability to work under pressure, prioritize tasks efficiently and meet critical priorities.
- Highly organized and self-directed, comfortable working in a fast-paced environment with changing priorities and under minimal supervision.
- Experience of working with persons with disabilities or promoting disability rights is a distinct advantage.

Application Procedures:

Candidates with the **required profile and proven experiences**, who meet these qualifications, are invited to submit **via link below**, a letter of motivation stating why he/she wishes to work for CBM, CV, three professional references and salary expectations.

Email : Info.Southsudan@cbm.org

Application can also be delivered in hardcopy to:
 Christoffel-Blindenmission Christian Blind Mission e.V.
 Buluk Eye Centre ,400 Meters South Ministry of Petroleum
 Juba, South Sudan, Opposite Sudan Embassy
 Application deadline: 18th October 2022

The future job holder will adhere to CBM's values and commits to CBM's Code of Conduct, CM policy preventing Fraud and Corruption and Safeguarding Policy.
 CBM encourages persons with disabilities who meet the qualifications to apply for this position.
 For further information about CBM's inclusion policy, please visit our Resources & Publications section at <http://www.cbm.org>

Only short-listed candidates will be contacted.



A handwritten signature in blue ink, appearing to be "J.F.".

28.09.2022

