



# IMA WORLD HEALTH



## ADVERTISEMENT

**Post Title:** Operations Assistant

**Number of Vacancies:** 01 (One)

**Duty Station:** Kajo Keji County

**Contract length:** Up-to June 30<sup>th</sup>, 2021 renewable  
**Reports to:** Health Coordinator

### ORGANIZATIONAL BACKGROUND

Interchurch Medical Assistance, Inc. (d/b/a IMA World Health) is a nonprofit organization dedicated to implementing health care programs in developing countries. Highly motivated and dedicated employees, committed to the mission, vision, goals and objectives of IMA World Health (IMA), make the accomplishment of its mission possible. Accordingly, IMA recognizes that its employees are responsible for its accomplishments and provide the foundation for continued future service to those in need. IMA is a donor-funded organization; therefore, terms and conditions of employment are subject to available project/program funding. An awareness of IMA's purpose and goals will enable employees to benefit from their employment, share a common purpose, and more effectively meet their work responsibilities.

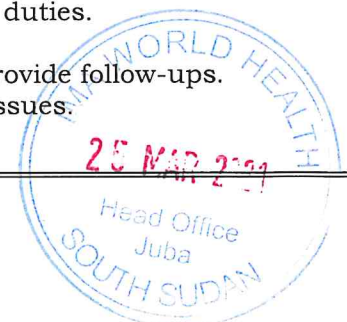
### POSITION DESCRIPTION

**This position is for the Essential Health Services to IDPs and Returnees, Implemented by IMA World Health, the post will report to the Health Coordinator, based in Kajo Keji and Morobo Counties.** The position requires a dynamic individual with the ability to undertake multiple tasks in a busy organizational setting.

### KEY RESPONSIBILITIES:

The Operations Assistant will be task with the followings:

- ✚ Verified deliveries and execute receipt paper, copy, scan and file documents
- ✚ Deliver RFQs to vendors and collect quotations, file procurement documents in hard and soft
- ✚ Participates in inventory stock checks and verifications
- ✚ Manage vehicles, supervise drivers, loaders and cleaners
- ✚ Oversee the management of program security arrangements at the field health facilities, including liaison on security issues with Security Officer in Juba Office and relevant local security for emergency responses
- ✚ Analyzing all operations and forwarding suggestions for improvement to the Health Coordinator
- ✚ Assist with ordering and maintaining stationery stock store and distribute as requested. Monitor and track levels of stock and costs of items.
- ✚ Assist in wider administrative tasks including the preparation of supplier invoices for payments, support to the facilities team if requested.
- ✚ Act as back-up to Health Coordinator in performing Kajo Keji operations duties.
- ✚ Update internal operation procedures document as needed.
- ✚ Coordinate with Health Coordinator to schedule team meetings and to provide follow-ups.
- ✚ Support the Health Coordinator in managing and resolving operational issues.



- ✦ Reconcile payments and receipts to various parties on time.
- ✦ Manage all office orders on regular basis.
- ✦ Maintain logs and spreadsheets for all office activities.
- ✦ Perform other duties as may be assigned by the Programs Director and or Health Coordinator

### **Core Competencies and Qualifications Required Essential**

- ❖ Minimum of Advance Diploma qualification in Business Administration, Logistics and Supply Chain Management, Economics and or other relevant Social Sciences. Candidates with postgraduate Diploma in HR Management will have an added advantage.
- ❖ At least 5 years of progressive experience in NGO work in South Sudan at the mid to senior management levels is a MUST.
- ❖ Ability to establish priorities, plan, coordinate and effectively execute functions under pressure with minimal supervision to meet tight deadlines
- ❖ Good communication (spoken and written) skills, ability to prepare and present information and prepare written documents/communications in a clear, concise style; ability to articulate options and defend recommendations.
- ❖ Good computer skills, proficiency in various computer software packages including word processing, spreadsheet and internet applications; familiarity with database management desirable.
- ❖ Good interpersonal skills and ability to establish and maintain effective working relations with people in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.
- ❖ Excellent organizational, managerial and report writing skills.

### **APPLICATION INSTRUCTIONS:**

Interested candidates who meet the above conditions should forward their CVs and covering letters (which should include the contact details for at least three professional references from previous employers to. The Human Resource Office IMA World Health through e-mail [jubahr@imaworldhealth.org](mailto:jubahr@imaworldhealth.org), or hand delivered to the **IMA World Health South Sudan Country Office: Located at Heran Office Complex, Hai Cinema, Opposite Juba Stadium, Stadium Road, Along Pyramid Continental Hotel • Juba • South Sudan.**

**Deadline for submission will be April Friday 9, 2021 by 5 pm South Sudan Local time.**

**We will be reviewing applications on a rolling basis, so please apply at a suitable time.**

**Include Name of the position and location in email subject line or on the envelope clearly marked**

Application documents once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. IMA World Health will not be held responsible for the loss of such documents.

IMA World Health is an equal opportunity and affirmative action employer. IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.

**Open to South Sudanese nationals only**

**Female candidates are strongly encouraged to apply for this position.**

