

JOB ANNOUNCEMENT

50.H3
 7-12-2022
 7 DEC 2022
 MINISTRY OF LABOUR
 SOUTH SUDAN

Position	Administration and Logistics Assistant	Starting Date	10-01- 2023
Reference of the offer	ACTED Juba	Publication Date	07-12-2022
Location	TORIT	Type of contract	FIXED TERMS CONTRACT
Duration	6 Months	Security Level	

About ACTED
 Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. www.acted.org

Context of the position and key challenges
 This advertised position is based in TORIT under Greater Equatoria Base, She/He will undertake administrative and logistic roles and provide specialized support functions and perform standard administration and logistics/supply chain processes and activities to enable effective delivery of all supplies on the procurement plans for effective implementation of the area projects. As part of the administrative function, the candidate will also support HR management and finance support for the Torit team. The position and the context require commitment, working under pressure and adherence to transparency and compliance.

Key roles and responsibilities

Administration and HR management.

- Ensure proper leave and HR contracts follow-up for staff at the area level.
- Ensure ACTED policies are properly implemented in the area.
- With support from the Deputy Area Coordinator (DAC), he/she will ensure appropriate implementation of ACTED HR, Logistic, Finance policies and other FLATS procedures.
- Update and submit area allocation tables and leave follow-up (LFU) on monthly basis
- Ensure staff folders are up to date (timesheet, salary vouchers, leave forms, sick leave forms etc.)
- Review monthly staff over time and ensure it is reflected in the area allocation tables at all time.
- Review, update and share staff mission leave request forms for timely approval at Equatoria Juba office.
- With the support from the DAC, trace area Staff Allocation table to ensure timely issue of staff contract renewal and non-renewal.
- Ensure all staff are aware of the Code of Conduct and conduct refresher trainings when necessary

Finance.

- Support in making payments for casual labourers in the areas and ensure accurate documentations.
- Prepare monthly cash forecast in liaison with the program team and share with Juba for consolidation.
- Scanning and sending out documents to Juba office.
- Submitting and follow up of documents for signature at Juba level.
- Prepare cash drop requests and make sure it's submitted for approval on timely basis.

Logistics and Procurement.

- Follow up all the procurement for Torit (local and from Juba) by making sure ACTED's procurement procedures are respected at all times.
- Ensure that all procured material/items from Juba and field office are well documented and are registered in the stock.
- Maintain a tagging system for all the equipment/materials of ACTED South Sudan.
- Ensure proper asset, stock management and fleet management at area level.
- Ensure that the base has sufficient and reliable means of communication at all time.
- Ensure timely and accurate area logistics TITANIC reporting.
- Support with fleet management in Torit

Required qualifications and technical expertise

- o Bachelor degree/ Diploma in Business Administration, Procurement and Logistics or Supply Chain Management
- o Two year's minimum experience in Business Administration, logistics or finance.
- o Experience of working with INGO in a similar capacity will be an added advantage.
- o Ability to work well and Under pressure



