



JOB- ADVERTISEMENT

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Approved



Job Title:	Field Operations Manager (1 Position)
Location:	Twic- (Relocatable Position)
Reports to:	Systems Director
Posting Date	12th March 2024
Closing Date	3rd April 2024

General Description of the Programme

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose:

The Field Operations Manager is responsible for ensuring operational efficiency and effectiveness across all systems functions in Twic including Procurement, Logistics (Assets, Fleet, Premises and Compounds, Warehousing and Stocks), Human Resources, IT, Compliance and general administration. S/he ensures all systems tasks are carried out in compliance with the GOAL, donor requirements and government regulations.

Duties & Responsibilities:

Procurement

- Support programmes in developing Procurement Plans for all grants,
- Ensure procurement activities are carried out in accordance with the GOAL procurement manual.
- Ensure timely and accurate processing and documentation of procurements,
- Ensure procurement record systems are well managed, updated and maintained,
- Maintain service contracts in the field sites
- Liaise with finance to ensure all procurements are compliant and payment schedules are met.
- Ensure that staff understand and follow GOAL procurement management processes and practices.
- Ensure that the Twic office Anti-Terrorism and Sanctions Checks (ATSC) file is complete for each supplier and kept up to date, and ATSCs for suppliers are renewed as per GOAL policy.
- In liaison with the procurement manager, Organise regular local market surveys and ensure the Vendor Roster and other supplier information for Twic office is kept up-to-date and referenced during the procurement process,

Logistics

- Ensure all Twic office logistics operations are carried out in accordance with the fleet management manual, stock management manual, premises management and asset manual.
- Ensure standard GOAL warehouse procedures are followed and all goods are stored in good conditions, properly tracked and documented in accordance with the stock management manual.
- Oversee the storage of drugs and ensure minimum standards are enforced in their management, inventory, and transportation.



- Ensure the warehouse team maintain accurate inventory records of materials and materials flow in all warehouses,
- Supervise the fleet management team and ensure that systems are in place to track maintenance schedules, fuel usage and vehicle scheduling as per Fleet policy,
- Oversee tracking of all assets and ensure accurate record keeping of assets, including exceptional items that require registration and movement tracking, in accordance with the GOAL Asset section
- Oversee fleet units road licensing at field level and ensure insurance is up to date.
- Ensure disposal of assets is reviewed annually and donor requirements followed and share the same information to the Logistics Manager and Systems Director.
- Maintain current knowledge of donors and ensure compliance with local government regulations.
- Ensure the Twic office stock management report, fleet management report and the biannual 100% stocktake and asset check are carried out and reported on schedule.

Human Resources & Line Management

- Support the recruitment of all operational staff and provide day to day supervision of their function.
- Practice excellent human resource management, supporting the development, promotion, and retention of a motivated team of qualified and experienced staff,
- Identify staffing and/or skill gaps and see that these gaps/needs are filled
- Provide feedback through regular performance evaluations and ensure staff are held accountable in accordance with the GOAL South Sudan HR policies.

Team Management Capacity Building and Development

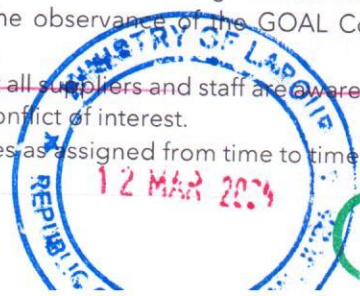
- Directly manage the systems staff based in Twic office and works with the team to ensure a fair and efficient allocation of tasks, monitoring performance and providing on-going training in roles and procedures.
- S/he directly supervises the Procurement Officer, storekeepers, drivers and the housekeepers.
- Identify training needs and support training of the staff.
- Build the capacity of and manage of system staff in Twic office in accordance with the HR Policy, and ensure the highest standards of ethics, accountability, and professionalism.
- Use the findings of monitoring of logistics and procurement to feed into the development of capacity building plans for staff.
- Monitor systems team performance, provide support, guidance and develop key Performance Indicators (KPIs) for effective performance of the staff based. These indicators should build on existing data collection tools with targets that promote achievement and do not demotivate staff.
- To oversee the annual leave planning and implementation for the systems staff.

Reporting and Meetings:

- To oversee the completion of the required reports and submit to the Area Programmes Coordinator and the Systems Director.
- Ensure that all relevant monthly reports are compiled, reviewed and submitted on time.
- Share short weekly report highlighting key achievements, challenges and difficulties encountered by the team and proposing solutions.
- Attend weekly System meetings, or as arranged by the Systems Director.
- To participate in the HQ monthly logistics/procurement discussions.

Others

- Analyse and evaluate information regarding vendor's identity and performance with regards to quality, prices and delivery and ensure that it conforms to GOAL requirements.
- Prepare weekly report for the field SMT, providing work plan of the Operational department and status updates cases that draw great interest
- Oversee the observance of the GOAL Code of Conduct within the procurement and logistics department.
- Ensure that all suppliers and staff are aware of GOAL's ethics and compliance policies. Be alert and report any conflict of interest.
- Other duties as assigned from time to time to support delivery of organisational activities



- Submit core cost funds forecasts to the Systems Director by the 5th working day of each month in liaison with the Area Programme Operations Coordinator.
- Ensure that all documents are saved on the GSS Logistics and procurement SharePoint site cognisant that at any time there may be breaks in communications and documents may need to be accessible to other members of the team.

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and performs duties in a manner for other to look up to as a role model.
- Holds the team and partners accountable to deliver on their responsibilities; giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved through setting of performance objectives.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, programme clients and external partners.
- Values diversity; sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to
- Being assertive when it is required.
- Understands the need for speed in emergencies values the need for speed without compromising the procedures.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

Behaviours

The Field Operations Manager is expected to act as a representative of GOAL and demonstrate the highest standards of behaviour towards children and vulnerable adults both in your private and professional lives. The successful candidate must be able to successfully multitask, work to changing priorities, lead by example and be a proactive communicator in this dynamic work environment. They should have the communication and presentation skills required to translate complex rules and regulations to non-technical staff.

Requirements:

Essential

- Degree or professional diploma in Supply Chain Management, Business Management or related field.
- At least 3 years progressive management and leadership experience in the areas of logistics and procurement.
- Appropriate skills and experience in capacity building and training of staff, and development and implementation of systems, particularly in Logistics and procurement.
- Experience in using distance (online) learning tools and platforms,
- Demonstrated understanding and experience of using and managing internal systems and processes.
- Knowledge of project management, vehicle management, premises management, warehouse management, stock control and asset management systems.
- Strong computer skills in Microsoft packages, including Word, Excel, and Outlook, etc.



- Strong organisational and problem-solving skills with an analytical approach to work.
- Attention to detail and ability to see beyond system problems and initiate solutions,
- Understands importance of deadlines with the ability to strategically prioritise to meet deadlines.
- Ability to work well with diverse teams, and under pressure, often managing multiple requests and liaising with staff at different levels.
- Good interpersonal and communications skills, often with people at a distance,
- Fluent in English, both written and spoken
- Willing to work in a remote location / travel regularly

Desirable

- Experience of capacity building, preparation of materials and delivery direct and/or remote training,
- Knowledge and awareness of GOALs logistics and procurement procedures.
- Certification in CIPS/Fritz

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

Equal Opportunities

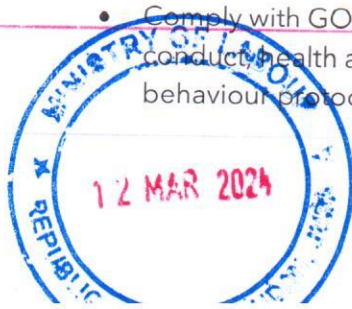
GOAL practices and does not discriminate because of ethnic background, color, age, disability, marital status, religion, or gender and will practice positive gender employment as far as possible however female candidates are strongly encouraged to apply.

Qualified female candidates who meet the above requirements are strongly encouraged to apply.

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Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to goaljobs@ss.goal.ie

Your attachment must not be more than 5MBs.

2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba with the Job title Roving MEAL Officer-Juba
3. Note, this is a national recruitment for South Sudanese citizens only.

