



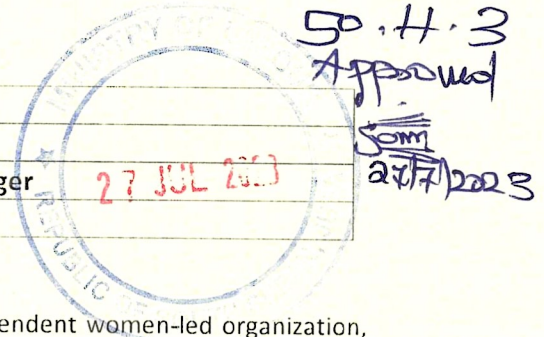
COMMUNITY INITIATIVE DEVELOPMENT ASSOCIATION CIDA - SOUTH SUDAN

27 July, 2023

JOB VACCANCY ADVERTISEMENT

Job summary

Job Title:	Logistics & Admin Officer
Location:	JUBA (Frequent Field Visit)
Line Manager:	Logistic and Procurement Manager
Application Deadline	27 th August, 2023



Organization Background:

Community Initiative Development Association (CIDA) is an independent women-led organization, dedicated to advancing the rights of marginalized communities, with a particular focus on gender equality and building resilience communities. Founded in 2016 by young and likeminded South Sudanese nationals who are highly experienced, with diverse professional fields of competencies and have local knowledge and context of fragile South Sudan. The organization provides a range of services and programs including fights against poverty, building resilience, reduction of inequality, social protection, human rights advocacy, Peace building, Promote equality education, food security and livelihood for communities affected by climate-related hazards, conflicts and natural disasters in Republic of South Sudan.

Vision: We envision inclusive society that is socially, peacefully and economically empowered. CIDA believes that the recognition of human rights contributes to the well-being of everyone in the society, with shared value.

Mission: We seeks to advance the rights of marginalized communities, build and sustains their capacity to participate strongly to advance gender equality, fight against poverty by building sustainable resilience, protecting human rights, and the environment while reducing social injustice.

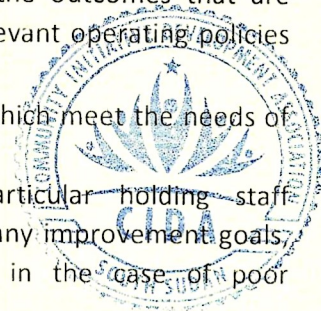
VALUE System CIDA's conduct is inspired by the maximum **integrity** and **honesty** in all circumstances and areas.

Job purpose: To manage the logistic and administrative functions of CIDA including local and international procurement, equipment maintenance, asset management, administration, and IT support, in line with relevant CIDA practices, procedures and policies.

Key Accountabilities:

1. Staff management responsibilities

- Ensuring that each team members fully understands the outcomes that are expected from them and that they are aware of the relevant operating policies and procedures.
- Ensuring that work is planned and organized in a way, which meet the needs of in the most effective manner possible.
- Monitoring and reviewing performance and in particular holding staff accountable for meeting success criteria and delivering any improvement goals, which have been identified, taking decisive actions in the case of poor performance.



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- Do/perform other assignments reasonably associated with but not listed in the job description as and when assigned by supervisor. When necessary, support preparation of purchase requisitions is contacted for assessments.

2. Procurement

- Maintain adequate evidence as required by CIDA's procedures and policies and donor regulations.
- Carry out quotations and tenders as required according to CIDA's procedures and guidance to ascertain best value for money in order to select the most effective suppliers.
- To carry out procurement of supplies and services as authorized by the budget holder following CIDA's procedures and policies. Any deviation from standard procedure must be authorized by executive director in consultation with the logistic and procurement manager.
- Maintain supplier list for both routine and emergency supplies and conduct regular market survey and keep the record for preparing future budgets.

3. Store management and responsibilities

- Management of stores including receipt, storage layout and issuance of office, food and other supplies stocks and ensuring an accurate record of all such stock movement.
- Ensuring that stock released only on the strength of duly approved stores' requisition documentation and safe filing of all store documentation.
- Receive goods delivered by suppliers/ensure that the correct goods are delivered/ received with accurate supporting documents.
- Ensure the store management is in accordance with policies and procedures and ensures records are correct, update and produce the monthly report. This applies also to fuel management.
- Keep copies of goods receive notes, store requisition forms, transfer, and waybills.
- Inform procurement staff of the arrival of goods and store them safely until it is used for the intended purpose.
- Ensuring that goods and assets are delivered according to specification.
- Ensuring all the stores are secured and well maintained, with up-to-date store cards, well-documented and filed waybills for movement of goods in and out of the stores, and a clear point person in charge.
- Constantly undertake periodic spot-checks/ verifications of the store to oversee periodic stock and asset level reviews.
- Implement CIDA's procedures for recording/documenting assets and other goods received.

4. Fleet management vehicles and generators.



- Ensure that the office vehicles, motorcycles and generators are fully serviced and mechanically sound, equipped with all necessary breakdown and safety equipment.
- Co-ordinate with procurement and logistic manager to ensure that vehicles & motorcycles insurance renewals are made on time and all are legally required paperwork (e.g. driver licenses) is in place.
- In collaboration with the procurement and logistic manager, supervise the drivers to ensure that they are carrying out their work fully and have a good level of team spirit and motivation.
- Ensuring all vehicles and motorcycles always have relevant paperwork, are functional and every maintenance work are documented in detail and monitored over time, to ensure value for money.
- Manage the generator to ensure a valuable power supply for the office, including training the team on correct procedures of turning it on and off, ensuring routine maintenance, and reliable supply of fuel.
- Ensure all drivers/riders receive regular support and training in the maintenance of organization vehicles, trip reports from the vehicle logbooks analyzed and reports are submitted monthly basis to the cost-effectiveness of the vehicles.
- Ensure monthly vehicle expenditure report, monthly fuel report and generator maintenance are done and submitted on a monthly basis and submitted to the procurement and logistic manager.
- Supervises the use of the generators and the solar system in the varies field locations as agreed with the supervisors.
- Ensure the office fleet is off the road and always parked in a safe and secure place after working hours and no travels concluded after 6:00 pm (CAT) central African time.

5. *Security and cleaning services coordination*

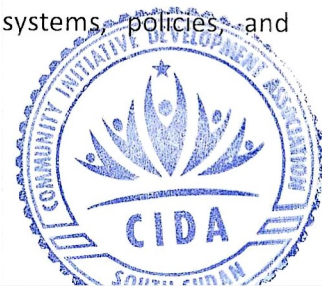
- Supervise and manage the team to ensure that routine cleaning and maintenance of the office are made in the timely manner.
- Supervise the cleaners' activities in offices and guesthouses, ensuring they are clean, safe, secure, and functional always for all staff, and that the use of these properties is in accordance with policies and procedures of the head office.

Other duties

- Help with other work when required.
- Promote good communication and sharing of information.

Person specification

- Bachelor of supply chain management, business administration or equivalent from reputable institution.
- Two or more years' experience in office operations.
- Knowledge of logistic and administrative processes, systems, policies and procedures is preferred.



- Basic understanding of Microsoft office products (e.g. word, power point, excel, and teams)
- Strong interpersonal and written communication skills.
- Ability to build meaningful relationships with members of the team.
- Prioritize task and responsibilities.
- Intuitiveness and an ability to identify and solve complex problems.

HOW TO APPLY:

Qualified women are strongly encouraged to apply.

Your application documents should include; CV, letter of motivation and certified copies of academic documents and national ID to Email: HRcidasouthsudan@gmail.com

The recruitment and filling of this vacancy is subject to the approval of funds from the donor.

CIDA has zero tolerance on all forms of abuses including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

CIDA does not charge any fee at every stage of recruitment.

NB: Only shortlisted candidates will be contacted.

