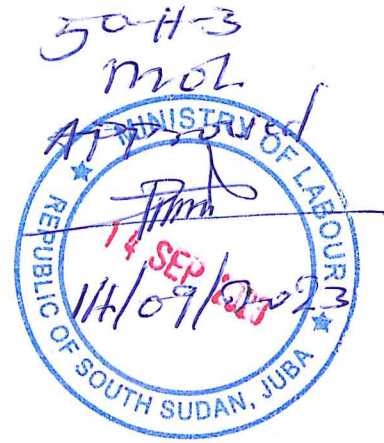




Vacancy Announcement



Operations Assistant.

Location: (Torit)

ICAP at Columbia University seeks highly qualified and experienced candidates to fill the positions of **Operations Assistant** to be based in Torit, South Sudan. The position is for a period of 12 months subject to renewal on availability of funding and very good performance.

ICAP at Columbia University, is a global health leader situated within the Columbia University Mailman School of Public Health in New York City. ICAP's global team supports programs and research that address major health issues, HIV, Covid -19 response, malaria, tuberculosis, maternal and child health and non-communicable diseases. Headquartered at Columbia University's Mailman School of Public Health in New York City, has offices in over 20 countries. Our multidisciplinary team includes staff with technical, clinical, implementation, research, operations, program, and financial management expertise.

ICAP ensures the wellness of families and communities by strengthening health systems around the world.

The **Operations Assistant** working under the guidance and direction of the Finance & Admin Officer, the **Operations Assistant** will ensure compliance to administrative and financial procedures, ensure sound management of funds, track expenditures and support the implementation of project in the respective field location.

The **Operations Assistant will work** under the direct supervision of the Program Officer for EES with support from Logistics Officer based in Juba, s/he will provide valued support in areas of prologs, finance, and HR with focus on the below.

- Provide logistical support to field activities including planning, coordination, preparation and safe movement of staff and goods considering risk management and proposing mitigation measures.
- Manage the inventory control system, maintain product information, review, and analyze the results of operations, report findings to management and make recommendations for improvement as necessary.
- Meeting regularly with drivers to direct them on movement routing, dispatches, security of staff onboard and maintenance of vehicles on site.
- Maintain adequate documentation at the subnational level in relations to finance, HR, Administration, and logistics.
- Support procurement and logistics work processes/practices in compliance with ICAP policies
- Receives invoices from vendors and follow up with suppliers and HQ as needed.
- Support the finance unit in managing advances for staff and ensuring that advance liquidation is done on time as per SOP.
- Support reviews of finance records as required.
- Support HR & Admin in ensuring confidential management of HR staff records that aren't limited to recruitment also, annual leave tracking, monthly timesheet filling and reconciliation.
- Support recruitment process, staff induction and orientation management, coordination of staff training and development at the subnational level
- Support in day-to-day HR administration tasks including staff effort management and submission to Juba.

- Security focal person at subnational level. Track and report all staff's movement at areas of operations.
- Preparing reports, spreadsheets, briefing notes, and correspondence materials.
- Managing field program calendars and diaries and ensure all travels of visitors are tracked and reported at all times.
- Taking notes and transcribing recordings of letters and meetings.
- Distributing and archiving confidential files and documents for HR/finance/Prolog and as well seeking documents approvals for safety and access manager
- Liaise with subnational staffs and main office managers about operational priorities.
- Assisting with staff hiring and onboarding.

ICAP is looking for a candidate with the below required skills & experiences:

- Minimum of diploma in procurement, logistics and supply chain management or related field.
- At least three (3) years' work experience with a busy INGO/institution setup operating in a remote location.
- Good working Knowledge of ICT technologies related software, email, internet and computer applications, in-depth knowledge of accounting software including QuickBooks may be desired.
- Willingness to upskill to perform tasks as required and ability to work independently to meet set deadlines.
- Team player, with ability to seek out views of others and build positive working relationships.
- Ability to work under pressure and to deal with challenges in a positive and constructive way.
- Ability to adhere and implement ICAP, donor, and Columbia University policy and procedures.

How to apply:

Note: This is a national hire position, and the successful candidate will be an employee of ICAP in South Sudan subject to the national terms and conditions of employment which includes a competitive salary and benefits package.

Forward your applications to ml4185@cumc.columbia.edu and copy bjb2198@cumc.columbia.edu Indicate the position you are applying for as "**Operations Assistant**" in the subject line of your email. Hard copy applications can be submitted at the reception of ICAP main office in Juba, South Sudan along DDR avenue, East of American Embassy.

Application Deadline is October 5, 2023.

[Columbia University](#) is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment based on race, color, sex, gender, religion, creed, national and ethnic origin, age, and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.

