



Women Initiative for Development Organization WIDO Job Advertisement

Job Title	Operation Coordinator
Job Opening Date	4 th December 2023
Job Closing Date	25 th December 2023
Reporting line	Executive Director
Job Duty Station	Juba with frequent travel to field locations

The application will be reviewed on rolling basis

About WIDO

Women Initiative for Development Organization (WIDO) is a registered woman led and rights National Organization in 2017 with aims to build a strong foundation of social change and community development approaches to address the problems of environmental pollution, women, children and girls' entrepreneurial skills through initiation of livelihood and food security activities to improve household income and access to nutritious food, sexual and gender based violence, harmful customs on women and girls, child labor and trafficking, community insecurity and conflicts, poor governance, illiteracy and public health through provision of clean Water, Sanitation and hygiene WASH in South Sudan.

Our vision is a South Sudanese society, "free from the violations of the human rights of women and children".

Our mission is to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity, and secure human rights for women and children and promote peace

Overall Objective of Executive Director Role

Women Initiative for Development Organization WIDO is seeking a self-driven and highly competent operation coordinator to join our team and help us maintain our high standards of the organization's procurement, administrative management and financial reporting. The ideal candidate will have experience in administration, logistics, transportation, Finance and supply chain management. He or she will be responsible for overseeing procurement of the organization and people and coordinating with different departments to ensure smooth operations

Duties and responsibilities

Administrative & Financial Roles:

1. Assisting with the management of daily operational activities
2. Performing administrative tasks, such as making travel arrangements, answering phones,



scheduling meetings, etc.

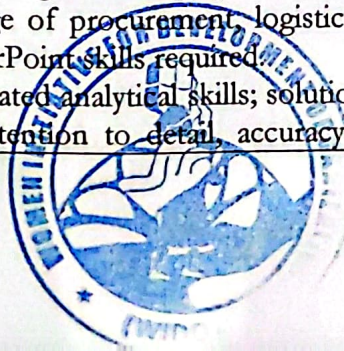
3. Managing office supplies and the maintenance of office equipment such as cars, motorbikes and bicycles etc
4. Prepare contracts for staff and giving notification to staff their contracts ended. Basically all staff contracts management
5. Preparing rent for all WIDO office spaces.
6. Develop WIDO recruitment systems and hiring for all staff.
7. Assist in financial management and reporting of the organization.
8. Manage assets inventory of the organization.

Logistics and procurements roles:

1. Guide and advise departmental employees on logistics management matters to promote correct implementation and sound logistics practices.
2. Followed WIDO procurement procedures and liaised with procurement committee.
3. Reviewed the TORs for call for vendor and participated in the selection process of the vendors.
4. Provide monthly reports on all open purchase orders.
5. Processing of requisitions for goods and services.
6. Coordinate the placement of orders for goods and services.
7. Monitor the process of receiving and checking goods.
8. Record and safekeeping of purchase orders awaiting delivery.
9. Generation of Purchase orders.
10. Keep an updated register of all purchase orders and report monthly.
11. Place purchase order with the appointed service providers.
12. Conduct quality check on all documents.
13. Overseeing all supply chain operations, such as purchases, inventory, warehouse spaces, and transportation services
14. Organizing and managing inventory, storage, and delivery of materials and products
15. Analyzing and optimizing logistical procedures and costs
16. Reviewing, preparing, and routing purchase orders and invoices
17. Develop and ensure 100% compliance and implementation of the procurement policy.
18. Train all organizational staff on Supply Chain Management policies and procedures and ensure adherence to processes
19. And any other task executive Director can assign to logistics and procurement officer



Education:	<ul style="list-style-type: none">• Bachelor's Degree in in Logistics/ Supply Chain/ Procurement, or business administration and finance management/public administration• 2 years' experience in public administration, Supply Chain Management, and public sector procurement experience.• Diploma applicants with work experiences of at least 1-3 years can apply.• Must have work with National and International organizations in similar position
Knowledge / skills:	<ul style="list-style-type: none">• 2+ years' progressive supply chain and logistics experience.• Knowledge of procurement, logistics and Microsoft Excel, Access and PowerPoint skills required• Demonstrated analytical skills; solution oriented with a high sense of quality, attention to detail, accuracy, efficiency, and meeting tight



	<p>deadlines.</p> <ul style="list-style-type: none"> • Strong organizational skills and ability to perform multiple tasks simultaneously, set priorities, and work in a team with diverse cultural backgrounds. • A high level of written and verbal communication, including an ability to write clear and concise reports; and, • Sound knowledge of design and delivery of higher humanitarian and developmental programmes with more emphasizes on conflict/gender sensitivity.
Personal characteristics:	<ul style="list-style-type: none"> • Excellent interpersonal and intercultural skills and ability to interact professionally with donors, stakeholders and staff at all levels of the organisation; • Skilled at multitasking and prioritising, working independently with minimal supervision, leading and designing projects autonomously; • Team player, facilitating open communication in the team and building relationships; • Flexible and adaptable: willing work irregular hours in accordance with the needs of the role; • Initiative taker, makes sound judgment, creates synergy and manages conflict; and, • Open to learning and sharing knowledge.
How to apply:	<p>Applications must be submitted electronically via email to (wido5168@gmail.com CC wanyabraham31@gmail.com) OR hand delivery to WIDO's Head Office in Hai Magateen, Juba. You can submit your hand delivery application to WIDO Rumbek Field Office in Maborhim, opposite to Rumbek University, college of Education Or Bor Field Office in Malual Chaat @CSI compound. Call the following numbers for direction; 0927754444/0922016700.</p> <p>All applications must contain:</p> <ol style="list-style-type: none"> 1. Application letter stating why you are best suited for this role 2. Curriculum Vitae with a list of 3 references 3. Related professional documents
<p>This position is open for FEMALES applicants ONLY</p>	

