

SHEJEH SALAM ACTIVITY**SCOPE OF WORK**

TITLE: Operations Assistant/Officer
DURATION OF CONTRACT: Up to 30 Sept 2022, renewable
LOCATION: Pibor, Greater Pibor Administrative Area
SUPERVISOR: Regional Program Manager

**Project Background:**

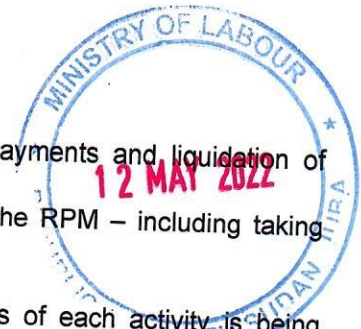
Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan since September 2020. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair, and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam is programming in Juba, as well as Unity, Upper Nile, Western Bahr el Ghazal, Greater Jonglei, and Greater Equatorias regions, although geographic focus may shift.

Position Summary:

Operations Assistant/Officer supports the Regional Program Manager in developing, implementing, and closing all grant activities in his or her assigned region, with an emphasis on budget development and management, procurement and logistics processes and activity documentation. Key skills and nuanced experiences in driving and maintaining project vehicles including Landcruisers and motorcycles.

Duties and Responsibilities:

- Lead in developing budgets for individual activities to be implemented in the region – inclusive of conducting market surveys, identifying all items required for successful implementation and liaising with Juba procurement and logistics teams to identify all costs
- During implementation of activities, regularly review expenses against budgets to ensure that all costs are being tracked properly and that all required items are being purchased as planned; check expenses against budget at the conclusion of the activity to ensure all expenses are accounted for prior to closing activities
- Lead on local procurements in support of the regional office inclusive of both operational and programmatic expenses, while following all Shejeh Salam and USAID procurement rules and regulations
- Responsible for procurement and logistics operations in support of the activity portfolio, inclusive of preparing purchase requests, purchase orders, and payment requests; conducting market surveys and collecting quotations; organizing shipping to project locations, and ensuring correct goods are shipped and received
- Regularly liaise with Juba procurement and logistics offices to ensure all documentation is being completed correctly, and to ensure that Juba-based procurements and delivery of goods to field sites are moving forward appropriately
- In consultation and collaboration with the RPM, execute a kick-off meeting with grantees to cover all the practical details of the implementation of the grant
- Responsible for completing all activity documentation such as grant agreements, transfer of titles, activity close out forms
- Regular travel to field sites to support activity development, implementation and close down
- Working with the grantees, and with the support of the RPM, to ensure that all necessary permits and/or authorizations to implement the activity are obtained



- Responsible for submitted cash advance requests, managing cash payments and liquidation of advances necessary to implement activities
- Conduct Monitoring and Evaluation (M&E) activities as requested by the RPM – including taking photos, issuing, and collecting attendance sheets
- Ensure all items are properly documented and stored
- Ensure that procurement, finance, logistics, and programmatic aspects of each activity is being implemented on-time and in accordance with the approved activity and budget, along with USAID rules and regulations
- Contribute to the development of weekly activity notes, and any reports required for your region of work
- Maintain an understanding of conflict dynamics of the region, assist in development of annual strategies, and individual grant development while following key “do no harm” principles
- Drive an assigned project vehicle defensively and adaptively
- Maintain vigilance to ensure safety and avoid danger
- Responsible for always keeping vehicle clean
- Perform the daily and weekly safety and maintenance checks for his or her assigned vehicle, as described in the Logistics and Operations manual or as directed by the supervisor/fleet manager
- Adhere to all traffic laws and DT Global South Sudan/Shejeh Salam security and safety procedures in driving, including the prescribed proper placement of safety equipment (first aid kit, fire extinguisher); limiting speeds to between 60 and 100 km depending on road conditions, taking smoothest roads reasonably possible, and other points contained in the Logistics and Operations Manual or as prescribed by the supervisor.
- Responsible for monitoring when the assigned vehicle needs service (both as required per the vehicle's owner's manual and as needed). Ensure that service records are updated and regularly provided to Fleet Officer in Juba Office for service records
- Update the vehicle logbook daily (movements, refueling, services and repair) and send to Fleet Officer monthly.
- Provides data for the monthly report for fuel and vehicle maintenance (quantity of fuel, kilometers driven during the month, service/repair done)
- Assist in other operations and logistic duties as assigned by the RPM, Fleet Officer, or Logistics Director (e.g., office maintenance, purchase, transport of goods, errands)
- Any other tasks as assigned by your supervisor or Chief of Party

Education and certifications:

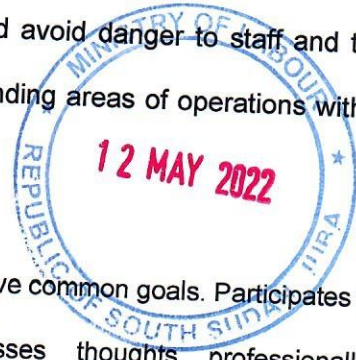
- Post-secondary Diploma in a relevant field require. A university degree will be an added advantage. Other relevant certifications will be considered.

Key Position Competencies and Experience:

- At least 3 years of progressive experience in operations and driving Landcruiser vehicle while implementing donor funded programs in GPAA/South Sudan.
- Prior experience working on USAID-funded projects, including recent experience with stabilization, peacebuilding, and/or democracy and governance projects
- Proficiency in Microsoft Office programs
- Experience in supporting small activity/grant portfolios working with local partners on peacebuilding, food or NFI distribution at grassroot levels of GPAA.
- Experience developing and overseeing budgets for small activities/grants
- Experience supporting local procurements including familiarity with purchase requests, collecting quotations, receiving, or issuing invoices, and receipts of goods received notes
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, and ability to work cross-culturally
- Possess demonstrated leadership skills, humility, and self-awareness
- Fluency in English and Arabic preferred; ability to speak in Murle is desirable.
- Have a solid understanding of local and national context, and a basic understanding of conflict issues at the state, county, payam, and boma levels
- Hold a valid driver's license.



- Demonstrates ability to maintain vigilance to ensure safety and avoid danger to staff and the vehicle.
- Excellent knowledge of the geographical features of the surrounding areas of operations within and out of duty station.
- Be proactive, able to work cross-culturally and is trustworthy.



DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

*To apply, please send your CV and Letter of Motivation as one single document to shejehsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including active work emails and phone numbers; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, May 30, 2022, at 04:00PM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.*

*Please note that this is a **National Position** for those legally holding **South Sudan nationality certificates**.*

DT Global South Sudan/Shejeh Salam is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

