

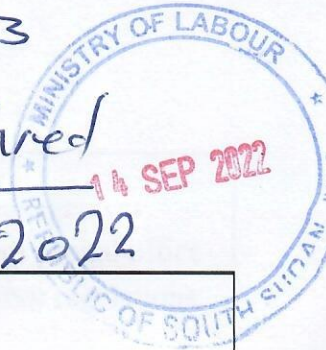
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APPROVED

[Signature]

14/09/2022



VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps began programming in Sudan in 1985, and has been operating in states of what is now South Sudan since 2005; operations have continued since the independence of South Sudan in 2011. We have been working to meet people's immediate needs, and with communities, to build local capacity and promote economic development, especially with the eruption of violence in December 2013. Mercy Corps South Sudan's priority areas are food security and livelihoods (focusing on cash assistance, market-based solutions in agriculture and economic development), WASH and Education. Mercy Corps has been implementing project which combine agricultural, economic development, WASH, Education and other humanitarian interventions to tackle the convulsive crises affecting vulnerable communities. Mercy Corps has worked to build relationships with local government and other actors, which has enhanced our understanding of local contexts and the multiple stakeholders involved.

Re-Vacancy announcement: 2 Operations Officers

Reports to: Office Support Coordinator

Duty Station: (1 in Koch and 1 in Panyijiar County)

Start Date: ASAP

Deadline of Application: 3rd October 2022.

GENERAL POSITION SUMMARY:

The Operation Officer is a key person within the operations management team who assures the logistics resources are coordinated for effective program support. The Officer plays a key role in logistics under the guidance of the Office coordinator support and the Operations team

ESSENTIAL JOB FUNCTIONS:

Logistics Management:

- Ensure strict compliance to mercy Corps implementation in operations for proper audit filing and control
- Management of all logistics support, following Mercy Corps procedures and policies for the management of the supply chain, vehicle fleets, assets, and stocks through the technical guidance of the Office Coordinator support
- Liaise closely with the Logistics Unit in Kampala, and in general to support the Logistic coordinator technical initiatives around internal logistics practices
- Liaise with the local government and other agencies on issues of common interest if deemed necessary
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Procurement:

- Centralize the programme supply chain by setting up effective order management systems at field office for all local and national orders with support from capital office
- ensure local and national procurement practices are compliant with donor regulations practices
- Organize the procurement of items based on authorized PRs as requested by the budget holder and ensure correct Mercy Corps procedures are followed in procurement chain cycle
- Update price catalogue with new purchase prices at least every three months
- Setup local framework agreements for recurrent procurement if not covered by **Fleet**:
 - Ensure management of vehicle fleet is in line with Mercy Corps Standards and ensure appropriate allocation and safe, economical use of vehicles throughout programmes and ensure servicing and maintenance schedules are adhered to.
 - To assist the drivers and mechanics, to Manage the use of vehicles and communication equipment

Storage:

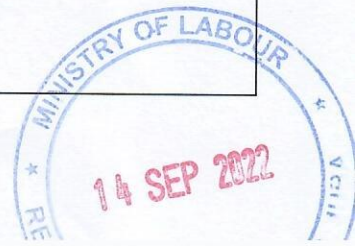
- Ensure stock management and administration systems are implemented for all the programmes.
- All the documentation are in place as per the kit log requirement and updated in real time
- No dead stock or end of project remaining stock.

Security:

- Monitor security information and networks and ensure that security information is disseminated appropriately and effectively
- Support security focal points to function effectively
- Participate actively in internal and external security meetings

KNOWLEDGE AND EXPERIENCE:

- Diploma from technical college in logistics and/or business administration.
- Skills and Experience
- Experience of working in humanitarian relief/development sector in the field, in a logistics or other related program support role.
- Strong communications skills, with excellent verbal and written English. Fluent in local dialects is a requirement.
- Excellent working knowledge of Computer-MS WORD/ Excel Computer skills is a MUST.
- Willing to work occasional evenings and weekends and to carry out field visits at short notice if required
- Previous experience working with INGO or UN agencies
- Proven knowledge and experience of logistics core competencies.



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Apply to: Mercy Corps Juba, Bentiu, Nyal Ganyiel and Koch Office
All applications will include CV, and all relevant copies of official documents, should be submitted in person.
Or by email: ss-apply@mercy Corps.org (Please indicate the field location in your application)

VACANCY ANNOUNCEMENTS

In 2011, we have been working in Sudan's conflict-affected areas, and we are now expanding our operations to support the government's efforts to rebuild the country. We are currently seeking qualified candidates for the following positions:

Operations Officer
Reports to: Operations Manager
Date of Posting: 15 September 2022

GENERAL POSITION SUMMARY:
The Operations Officer is a key person within the operations management team who ensures the efficient and effective implementation of the organization's programs and projects. The Officer plays a key role in ensuring the quality of the organization's services and the safety of the staff.

ESSENTIAL JOB FUNCTIONS:
- Ensure strict compliance to Mercy Corps implementation procedures and standards.
- Manage all administrative matters, including Mercy Corps procedures and policies.
- Be the management of the supply chain, vehicle fleet, assets, and IT/HR through the technical guidance of the Office Coordinator support.
- Work closely with the Logistics Unit in Juba, and in general to support the Logistics Coordinator technical handling of all internal logistics activities.
- Liaise with the local government and other agencies on issues of national interest if deemed necessary.

