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Labour HQRS  
8/4/2021

## CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services and improving governance.

CARE South Sudan is therefore looking for a suitable candidate to cover the position of administration and logistic manager, to be based in Head Office, Juba

<b>Position:</b>	<b>Administration and Logistic Manager</b>
<b>Department:</b>	Administration
<b>Location:</b>	Head Office, Juba
<b>Reports to:</b>	Deputy Country Director Operations (DCD Operations)
<b>Provides supervision to:</b>	Administration Officer and Travel & Executive Officer
<b>Effective Date:</b>	ASAP
<b>Grade Level:</b>	
<b>Financial Authority / budget:</b> (amount controlled/impacted by the position)	None

### Purpose of the position:

The Administration and Logistics Manager is responsible and accountable for providing administrative support to CARE South Sudan activities, ensuring administrative and logistics support to all CARE offices in South Sudan; ensuring that there is accurate asset/inventory management, quality facility maintenance of CARE rented properties and, up-to-date travel and flight management; making sure that commodities and supplies received are of the right quality and quantity, transported to the right location using cost effective means, and accounted for accordingly. She/he is responsible for liaising with the logistics cluster and representing CARE on all logistics issues. The Manager will undertake performance management reviews for direct reports and draw up development action plans as necessary

**Major Responsibilities: (please define in output format – 1-10 things of what you expect to see as a result of this position)**



Key Outputs/Responsibilities (Accountabilities and results)		Weight (%)
1.	<p><b>Administration and Logistics Department Strategic Management (Contributing Towards Care South Sudan Strategic &amp; Tactical Objectives)</b></p> <ul style="list-style-type: none"> <li>• Guiding the Administration and logistics units in planning for the department by ensuring that the following are managed well: <ul style="list-style-type: none"> <li>○ Facility management/Guest house</li> <li>○ Asset and property management</li> <li>○ Travel &amp; Flight management</li> <li>○ Logistics and fleet management</li> <li>○ Hotel reservations</li> <li>○ People management</li> </ul> </li> </ul>	10%
2.	<p>To support the development/reviewing and implementation of policies and strategies that will ensure smooth running of the CARE South Sudan Administration and Logistics Department</p> <ul style="list-style-type: none"> <li>• Being fully aware of CARE policies and procedures and ensuring they are applied in the local context, according to best practice and laws of South Sudan</li> <li>• Developing/reviewing procedures and processes that will ensure effective management of physical resources and a good standard of customer service provided by the administration team</li> </ul>	5%
3.	<p>Logistics Management: Making sure goods received are accounted for and are of high quality and quantity requested for by providing guidance to the logistic assistant. Ensuring storage facilities are of 'fit for purpose'; commodities and supplies received are moved using the most cost effective and secured means of transportation; cargo is transported to the right place and in a timely manner. Including but not limited to:</p> <ul style="list-style-type: none"> <li>• Provide oversight in the management of the warehouse(s) in compliance with CARE South Sudan policies and procedures</li> <li>• Provide the needed logistics support to Programme management ensuring hand over of commodities to the respective program</li> <li>• Develop and implement training, supervision and monitoring plan to ensure that logistics policies and procedures are adhered to by staff</li> <li>• Make recommendations to improve productivity, quality and efficiency of operations during times of emergency response</li> <li>• Liaising with field staff on cargo movement needs and working with Juba team to ensure field staff are up-dated on cargo movement</li> <li>• Ensuring storage facilities secured are of the right capacity and standard with the right furnishing</li> <li>• Seeing to it that storage items are accounted for and documented accordingly; logistics staff use up-to-date forms for receiving and despatching good and that General Receipt Notes (GRN) are done on time and filed accordingly</li> <li>• Maintaining logistics records and ensure sharing of accurate and regular information with Program teams</li> <li>• Identify logistics challenges in warehouse/store and address them appropriately</li> <li>• From time-to-time undertaking spot checking of storage facilities for compliance purposes</li> </ul>	20%





4.	<p>To ensure the physical working and living environment provided to CARE staff and visitors is safe, secured &amp; hygienic, and conducive to effective working and living: Including but not limited to</p> <ul style="list-style-type: none"> <li>• Coordinating with both procurement and security colleagues for the identification of 'fit for purpose' properties (offices and residences) that will meet CARE's safety and security standards; ensuring that appropriate rental agreements are drawn up</li> <li>• Carrying out regular admin audits and liaising with CARE Staff to identify necessary improvements; presenting plans to supervisor and implementing changes once the expenditure is authorised; ensuring that routine maintenance, security and cleaning services are managed effectively at all locations and where not, raise with service provider and resolve</li> <li>• Support the development/review of policies, procedures and processes that will ensure a conducive working and living environment, including developing and implementing guidelines for staff and guest living in residents clearly stating their roles in ensuring cleanliness, and in partnership with safety and security, ensure are provided accordingly</li> <li>• Liaising with the security focal point person for all CARE rented properties to ensure security is in place and that facilities are effectively guarded at all times; making spot checks; giving feedback as appropriate.</li> <li>• Ensuring payments to Landlords and other Administrative invoices are processed in a timely manner and submitted to finance for payment</li> <li>• Organising routine maintenance and repairs on the building and office equipment; referring expenditure to the DCD-Operations according to CARE procedures; as requested by the DCD-Operations, ensuring that routine health and safety drills and procedures are carried out</li> </ul>	15%
5.	<p>In liaison with the procurement and program departments participate in the purchase, allocation/ disposal of Care South Sudan assets in a timely and planned manner so as to ensure all assets functional/obsolete are disbursed, managed and disposed of according to CARE USA, National guidelines and donors' regulations. Including but not limited to:</p> <p><b>Sub Tasks:</b></p> <ul style="list-style-type: none"> <li>• Working with Administration officer review information of all assets received from logistics ensuring such information is accurately inputted in PeopleSoft; ensuring all asset received are tagged and recorded in the asset registry</li> <li>• Ensuring the annual physical count of organization's assets exercise is done timely and correctly; working with Finance Department reconcile in PeopleSoft; and making sure documentation is in place for each and every asset and kept safely as per CARE Documentation policy</li> <li>• Ensuring that the assets staff are using are safe and fully functional; managing routine replacements and asset disposal as necessary; in the case of theft or damage, report to appropriate individuals and complete incident report form</li> <li>• Ensuring the preparation for asset movement is well documented using appropriate forms and signed off on by respective individuals as per policy</li> <li>• Preparing and advising supervisor about the quantity of the available assets to be disposed off and their working conditions status, in consultation with the relevant department, so as to plan for the disposal process.</li> </ul>	10%



6.	<p>Ensure that the resourcing needs of Care South Sudan are efficiently managed / delivered in the most cost effective manner possible.</p> <ul style="list-style-type: none"> <li>• Ensuring there is adequate follow up with the relevant authorities in regards to all aspects of tax exemptions</li> <li>• Ensuring payment related issues are managed following agreement with goods and services provider</li> <li>• Ensuring that the following are managed well:</li> <li>• Travel and Flight management <ul style="list-style-type: none"> <li>○ Ensuring travel and flights activities are managed well ensuring the necessary travel request are submitted on time and made available for an effective and efficient travel and flight management</li> <li>○ Ensuring necessary clearance for flights are requested from the various institutions; documentation for travel including Visa is processed and submitted to respective agencies for processing in a timely manner and followed up</li> <li>○ Maintain a cordial and working relationship with UNHAS and WFP and other agencies ensuring CARE is updated on flight and travel related issues</li> </ul> </li> </ul>	10%
7.	<p>To lead the Administration and Logistics Department staff, in a manner that empowers them to deliver excellent customer service and high standards: Including but not limited to</p> <ul style="list-style-type: none"> <li>• Ensuring that each member of the team fully understands the outcomes that are expected of them and that they are aware of the relevant operating policies and procedures</li> <li>• Ensuring that work is planned and organised in a way which will meet the needs of customers/ clients/ staff/ organisation/ partners in the most cost effective manner possible</li> <li>• Setting performance objectives with staff, monitoring and reviewing their performance and, in particular, holding staff accountable for meeting the success criteria and delivering any improvement goals which have been identified; taking decisive action in the case of poor performance</li> <li>• Ensuring that staff are adequately trained and developed for their roles e.g. by analysing staff training needs, organising the delivery of training or coaching, coordinating the sharing of experience</li> <li>• Ensuring department PARs are done on time and submitted accordingly</li> <li>• Develop surge capacity for CO Admin and Logs team to respond effectively to emergencies</li> </ul>	20%
8.	<p>Management and maintenance of the Country office national fleet</p> <ul style="list-style-type: none"> <li>• Ensure that vehicles meet the necessary safety requirement for transportation and that CARE drivers are trained and disciplined in driving</li> <li>• That all vehicles are properly insured and all government stickers are in place at all times</li> <li>• Ensure proper vehicle booking and proper travel monitoring</li> <li>• That vehicle maintenance schedule is in place and monitored to ensure vehicles are serviced regularly within the established deadlines</li> <li>• Ensure fuel usage and mileage are actively monitored and properly reported to the DCD Operations Director</li> <li>• Analyze expenses vs operations and propose cost solutions</li> <li>• Conduct due diligence on all external prequalified garages to ensure CARE vehicles will be safe while undergoing repairs or services</li> </ul>	10%





## **QUALIFICATIONS: EDUCATION/KNOWLEDGE/TECHNICAL SKILLS AND EXPERIENCE**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- **Minimum Qualification required:** A Bachelor's Degree in business administration from a recognize institution
- **Experience:** Over three years working experience working in administration.
- **Preferred:** Experience working with INGO/NGO at managerial level
- **Technical Skills & Abilities**
  - Strong administrative skills to enable holder to manage and grow an experiences and ambitious team.
  - 3 years' administrative experience in an operation function within either
  - in INGO, Private or Public Sector
  - Ability to lead a team, develop relevant and practical solutions in changing environments.
  - Can work independently with minimal close-support from the supervisor.
  - Good communication skills both oral and written.
  - Strong people management skills
  - Computer skills in Microsoft Office,
  - Language skills: English and South Sudanese Arabic
  - Influencing and negotiate
  - Good leadership qualities and ability to interact effectively with donors, counterparts and organizations.
  - Experienced problem solver and decision maker.
  - Fluent in written and spoken English
  - Proficient use in Internet use and Microsoft Office in particular Excel, Word, PowerPoint, and Outlook

## **HOW TO APPLY**

The position will be based in Juba head office. This position is **ONLY** open to South Sudanese Nationals. Opening Date **8<sup>th</sup> April 2021** and Closing date South Sudan receiving application will be **27<sup>th</sup> April 2021**.

Applications and CVs should be delivered to: [jobs.southsudan@care.org](mailto:jobs.southsudan@care.org) or Hand delivery to: **CARE Office NPA Building 3rd floor, Martyrs Street, Juba.**

**CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.**

