

## JOB ADVERTISEMENT

LOG ADMIN RESPONSIBLE

Duty station: RAJA

Number of positions: **One (1)**

Date Issued: **17/11/2021**  
Closing Date: **7/12/2021**  
Basic Salary: **1,332 USD**  
Category: **National Posting**

### Presentation of organization:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs; water, food and shelter. SOLIDARITES INTERNATIONAL has been operating in South Sudan since 2006, and developed activities in emergency and post emergency context, particularly in rural and semi-urban areas. Its expertise in running emergency WaSH intervention is highly acknowledged by all WaSH actors and donors. Furthermore, SI is implementing longer-term WASH and FSL activities in multiple locations.

### Objectives:

#### MISSION

##### **Aim/ purpose:**

The Logistics and Administrative Responsible supports the Field Coordinator for the implementation and supervision of logistics activities, accounting operations and HR management of his/her assigned base.

He/She ensures all procurement at his/her assigned base to support programs.

He/She is responsible of the stock management and ensures the follow-up of the equipment of the base.

He/She supports the Field Coordinator to implement the security measures at his/her assigned base.

He/she is in charge of all related tasks to accounting, Finance and HR.

#### DUTIES

##### List of main activities:

#### LOGISTICS

##### Supply Management

- Ensure the update of price lists and supplier files



- Manage Solidarités International purchasing procedures and those from donors funding the programs.
- Establish and update purchasing timelines, taking into consideration procurement tables, operation timelines and contextual and procedural logistical constraints
- Receive and process requests for quotes and internal order forms
- Ensure that budgetary lines related to logistics are monitored and observed
- Prepare purchasing documents and draft the contracts
- Ensure that approval rules and procedures are observed before launching a procurement
- Select suppliers and negotiate prices, deadlines and delivery methods with support of his/her line manager
- Ensure that purchasing documents are complete and archived in keeping with Solidarités International procedures
- Ensure that relationship with suppliers are monitored

#### **Stock management**

- Ensure that the warehouse is correctly maintained and secured
- Ensure monthly physical stock inventory
- Ensure all documentation linked to stock is complete and updated
- Ensure material is stored under suitable conditions and monitor expiration dates
- Ensure procedures are followed as stock is checked in and out

#### **Vehicle fleet management**

- Ensure that fuel consumption and vehicle mileage are monitored, consolidated, analysed and recorded
- Ensure that all vehicles have accompanying administrative documents and that these are correctly filled and monitored (Log Book, Vehicle documents etc)
- Ensure the execution of maintenance and repair work on vehicles
- Ensure that a complete car equipment kit is available on board for all vehicles
- Establish the base vehicles movements schedules
- Permanently ensure that all drivers have received general training and carry out regular testing
- Ensure that drivers are aware of their obligation to adhere to Solidarités International safety rules and procedures, Prevent the misappropriation of fuel and spare parts

#### **Communication management**

- Update inventory in real times
- Optimize distribution of materials according to task needs
- Organize the installation, safe-guarding and monitoring of materials
- Install communication means and ensure that they are regularly maintained
- Train teams in the use of these communication means

#### **IT Equipment management**

- Ensure the maintenance and the correct use of IT equipment
- Ensure that backup is done on a regular basis
- Update antivirus software
- Ensure the maintenance and correct use of IT equipment
- Provide technical assistance to the teams and organize training sessions

#### **Security**

- Assist the Field Coordinator to update security pack including: security plan, evacuation plan, risk analyses and security phases documents
- Implement team safety measures as determined by the Field Coordinator
- Train teams in safety rules and procedures





- Pass on any security-related information to his/her line manager

#### **Human Resources management**

- Assist in the recruitment process and in evaluating the members of the his/her team
- Ensure or assist with logistical training in accordance with SI procedures
- By request from the Logistics Coordinator and/or Field Coordinator, organise training workshops on the theme of logistics according to identified requirements

#### **Reporting / Capitalisation**

- Prepare the monthly logistics reports, Inform the program team of the procurement advancement on a weekly basis

#### **ADMINISTRATION**

##### **Administrative management of personnel:**

- Welcome and participate in administrative briefing of new personnel
- Ensure the administrative management of recruitment and hiring
- Ensure archiving and monitoring of individual files and deliver all documents relative to the professional life of Solidarités International employees, Ensure the confidentiality of all HR datas
- Participate in the monitoring of work contracts on the base and prepare the contracts for SI employees
- Collect payment details and integrate them into the Human resources management software (Homère)
- Issue pay slips and supervise payment of salaries after approval by the Field Coordinator
- Keep an organization chart up to date for the base
- Participate in the application of policies relating to salaries and benefits for Solidarités International
- Monitor changes in the cost of living

##### **Treasury and Accounting Management**

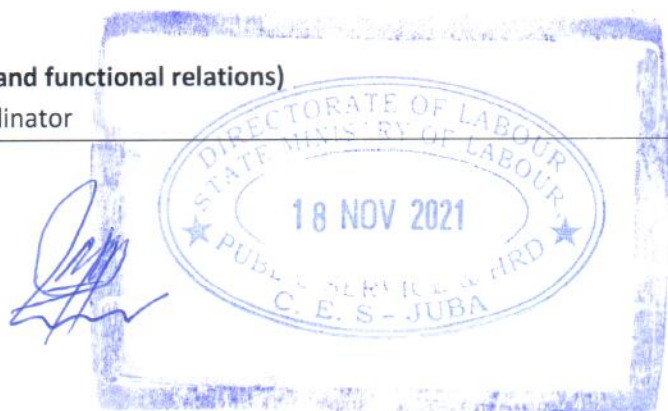
- Supervise the physical maintenance and safety of safe and cash boxes
- Prepare monthly closing, revision and integrity of accounts for the base
- Participate in the BFU consolidation
- Issue vouchers, ensure archiving of records
- Participate in audits or any checks issued by partners or head office, at the base level
- Prepare the cash forecasts at base level
- Monitor due dates for payments of contracts
- Carry out pay-outs and advances, within established guidelines
- Exchange currencies at request of superiors
- Verify cash balances daily and report any discrepancies to superior
- Archive accounting records according to Solidarités procedures after a final verification of receipts etc.
- Guarantee security of the cash and confidentiality of information

##### **Reporting / communication**

- Participate in supervision of regulations in effect
- Support the Field Coordinator in relations with administrative authorities
- Send the monthly accounting documents are sent to coordination
- Send monthly payroll to coordination

#### **JOB POSITION IN ORGANIGRAM (hierarchical and functional relations)**

Under the hierarchical authority of: Field Coordinator



Hierarchical authority (on their base) on: Driver, Guards, Cook/Cleaner, Under the functional authority of:  
Functional authority on: -

Line manager: **Field coordinator Raja**

Functional manager: - Logistics coordinator and Admin coordinator with their deputies

Contract: **Fixed-term contract of 4 months**

Working hours: **From Monday to Friday 8:00-17:00**. As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc.) to:  
**SOLIDARITES INTERNATIONAL OFFICES in RAJA.**

You can as well send your application on the below emails:

[juba.adm.recruitment@solidarites-southsudan.org](mailto:juba.adm.recruitment@solidarites-southsudan.org) or [raj.field.co@solidarites-southsudan.org](mailto:raj.field.co@solidarites-southsudan.org)

Please note that SOLIDARITES INTERNATIONAL keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: **07/12/2021**. Any application sent after this date will not be considered.

**Women with the required skills are highly encouraged to apply.**

