



## UMCOR – NGO SOUTH SUDAN

### South Sudan Headquarters:

House plot No. 423 Blok no.3 Nimira III  
Juba

Tel : +211 977112831/ +2211955049569

### US Headquarters:

475 Riverside Drive, Room 1374  
New York, USA

Tel : +1 212 870-3552

Fax : +1 212 870-3508

---

The United Methodist Committee on Relief (UMCOR) NGO – South Sudan is an International Non Governmental Organization of the United Methodist Church which works with Communities towards self sufficiency through Education; Water Sanitation and Hygiene; Food Security and Livelihoods; and Health promotion programs. In South Sudan, UMCOR is implementing the above projects in Yei and Aweil North counties of central equatorial and Northern Bahr-el-gazel respective.

We are [seeking](#) qualified Sudanese Nationals to fill the following position:

**JOB TITLE:** Operations Manager  
**UNIT:** UMCOR-South Sudan  
**LOCATION:** Juba  
**REPORTS TO:** Head of Mission

**PURPOSE:** The Operations Manager is responsible for the daily supervision of all administrative and operational functions under UMCOR South Sudan Mission, which include: ensuring all departments comply with HR and logistics field procedures, maintenance of all official country office records, administration of contracts, and management of supplies chain systems. The position holder spends 50 per cent of his/her time in field locations of Yei and Aweil.

### ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Report to the Head of Mission with oversight and detailed hands-on management of all country operations and administrative systems.
- Provide routine (daily, weekly, monthly, and quarterly) monitoring and upgrade of all operations and administrative systems such that they comply with UMCOR field procedures and Code of Conduct.
- Provide the HoM with immediate knowledge and analysis of any potential misconduct or gap in field procedures with regards to operations and administration policies.
- Ensure timely delivery of supplies to the field locations.
- Provide support to the HoM with regards to timely processing of all national staff contracts to ensure they meet UMCOR regulations and local labor laws; ensures that national staff HR and contractor files are up-to-date and accurate.
- Maintain all UMCOR electronic and hard copy systems for archiving/filing contracts, administrative documents, and personnel records.
- Maintain all UMCOR systems for branding, ensuring that the UMCOR logo is portrayed per UMCOR policy on flags, banners, uniforms, etc.
- Periodically evaluate the safety and functionality of all UMCOR guest houses and office compounds on an agreed upon schedule by Senior Management Team; provide timely improvements and ensures supply systems are maintained for UMCOR guest house and office facilities within an approved budget and with full approval by Senior Leadership.
- Evaluate safety and functionality of all UMCOR assets on an established schedule and ensure their timely maintenance within an approved budget.
- Evaluate safety and functionality of all UMCOR communications equipment on an agreed upon schedule by the Senior Management Team.
- Follow up the delivery of in-kind gifts from HQ and their distribution in the respective field locations.
- Manage the process of securing internal flights for staff by ensuring that reservations and payments are conducted in accordance with UMCOR South Sudan Mission procedures.
- Facilitate periodic review of the security plan and ensure periodic staff orientation on security plans and protocols.
- Ensure timely submission of incident reports to HoM as well as follow up all outstanding action plans for resolving such incidences.
- Provide capacity-building for national staff: technical support, organizing training, and preparing a training schedule for staff based in administrative support, human resources, and operations departments.

- Manage all national operations staff contracts within UMCOR regulations and local labor laws.
- Submit a weekly, monthly and quarterly reports to HoM
- Stay abreast and communicate to management all current events and government policies that affect UMCOR's smooth operations in Juba and field locations.

**QUALIFICATIONS & REQUIREMENTS :**

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Demonstrated leadership and teamwork skills.
- Logistical planning and problem-solving skills.
- Highly organized and systems-oriented.
- Experience with budget, financial management and analysis.
- Experience living and working in dynamic insecure environments.
- Ability to live and function at a high capacity within a collaborative organizational structure.
- Having at least 3 years experience working with an INGO in a senior management role.
- Having atleast 2 years experience developing and implementing operations and administrative management systems for an INGO.
- A degree in human resource management, business administration or related fields.
- Demonstrated computer proficiency with MS Office at a minimum.
- Demonstrated ability to develop and maintain an operations data base.
- Good oral communication skills in English.
- Excellent interpersonal, organizational and time management skills.

**ABILITIES:**

- Ability to work under pressure with minimal supervision and achieve desired results
- Excellent analytical/problem-solving skills and detail orientation
- Cross-cultural sensitivity, flexible worldview, emotional maturity and physical stamina

**Salary:** Commensurate with experience and qualifications.

**Application Procedure:** To be considered for this recruitment, please submit a cover letter, CV, 3 professional supervisory references (whom we may contact during the interview) with the date of availability to [mugabi2000us@yahoo.com](mailto:mugabi2000us@yahoo.com). Incomplete applications will not be considered. The email subject line should include **Operations Manager South Sudan**.

Deadline for receiving applications is Friday October 19, 2011.