



CATHOLIC MEDICAL MISSION BOARD IN SOUTH SUDAN

JOB ADVERTISEMENT

Position Title: Head of General Services (Procurement, Admin, Logistics and IT)
Department: Operations Department
Workstation: Yambio, with occasional travel to field locations
Application Deadline: 15th November, 2024
Expected Start Date: As soon as possible



1. ABOUT CMMB

Catholic Medical Mission Board (CMMB) is an international Faith-based developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. Our mission, inspired by the example of Jesus, CMMB works in partnership globally to deliver locally sustainable, quality health solutions to women, children, and their communities. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage www.cmmb.org

CMMB has been working in South Sudan for over a decade providing a package of integrated health services to vulnerable populations through its HIV&AIDS response program and the Children And Mothers Partnerships (CHAMPS) program. CHAMPS focuses on redressing issues that affect the health and wellbeing of mothers, adolescent girls, children and newborns. CMMB supports the Ministry of Health (MOH), working with other health partners, to provide: (a) A continuum of care through integrated health services in HIV&AIDS, MNCH, Nutrition, WASH, Child Protection and GBV; (b) health infrastructure strengthening at the community, facility, County and State levels; (c) health workforce capacity strengthening through on the job coaching and mentoring as well as training through leveraging CMMB's international volunteer program; (c) health Information System strengthening through transitioning from paper based data collection and reporting to more accurate and timely electronic systems, reproducing and disseminating health registers and training of SMOH data clerks; (d) promotion of equal access to basic essential medicine through its Medical Donation Program (MDP).

2. JOB SUMMARY

The Head of General Services leads the CMMB South Sudan Administration, Logistics, Procurement and IT Departments in service of life-saving program implementation aimed at serving vulnerable and affected populations in the country. S/he will support fundraising opportunities through provision of data and costs, program start-ups through the entire life cycle, ensuring a professional and safe

Healthier Lives Worldwide



workspace, value for money procurement of goods and services, donor asset management and tracking, travel and accommodation support, and safe and efficient transport and IT management, in compliance with the Country Office and donor policies.

The incumbent will have proven exceptional experience in evidence-based performance management, policy development and review, capacity building, as well as proven skills in creating and fostering a culture of collaboration, learning, sharing and knowledge management.

Reporting to the Country Director, the incumbent is expected to have excellent interpersonal, professional and communication skills for effective working relationships with both internal colleagues, including the Head of Finance, the Humanitarian Access and Risk Coordinator, the Program Director, and the Compliance and Ethics Director at the NY Office. Externally the incumbent will work with partners including vendors, RRC, UNHAS, the NGO Forum and other Implementing partners. As a member of the Leadership Team, they are expected to contribute to the strategic positioning of the organization, ensuring adherence with international and national policies and standards.

3. DUTIES AND RESPONSIBILITIES

Procurement

- Leads procurement team and oversees compliance with procurement policies, regulations, waivers, exemptions, variances, and reporting, in line with CMMB and donor guidelines.
- Reviews and updates procurement policies in collaboration with the Country Director and the Director of Compliance at NY Office.
- Communicates, interprets and advises on related policies, procedures and compliance issues.
- Develops and oversees Country office procurement strategies to optimize value for money, operational efficiency, transparency and accountability.
- Oversees the process of identifying and selecting potential vendors, ensuring adequate checks, due diligence and orientation for compliance with related CMMB ethos and values.
- Develops procurement and supply chain tools for planning, forecasting, facilitating, evaluating, awarding and approving procurements by leveraging existing digital solutions and improving process mapping and implementation.
- Supports the use of the ERP system to undertake the end-to-end procurement process, optimizing time and leaving no one behind.
- Reviews bid evaluation reports for accuracy and objectivity.
- Develops and promotes the use of various tools, including an internal reporting dashboard, survey reports, and other KPIs to inform the workplan indicators, as well as for evidence-based decision making.
- Identifies, monitors and reports on associated procurement risks, and recommended mitigating measures.

Administration and Logistics

- Coordinates international, national, and field travels for CMMB Expatriates Staff, International Volunteers, and National Staff in accordance with the relevant policies and procedures.
- Oversees the logistics function and supply chain management, ensuring proper implementation of guidelines and procurement compliance.



- Support Project Management and Support Teams in building the capacity of partner organisations to manage their administration and logistics effectively.
- Supervise the management of office facility and international staff housing ensuring an appropriate standard of health, safety, security, and environment is always maintained Facilities management.
- Ensure Country Office Assets and Utilities are well managed, ensuring their security, safety, and functionality as relevant, in all departments, offices, stores and guest houses submitting regular reports as agreed.
- Logistical and Administrative Support for the smooth functioning of the Country Office, carry out visits to sub grantees to review their Admin processes, documentation, systems, and compliance; conduct follow up visits as required.
- Support Project Management and Support Teams in building the capacity of partner organisations to manage their administration and logistics effectively.
- According to each project plan, build the capacity of implementing partners to manage their own Administration systems according to good practice:
- Supervise the management of Country office fleet vehicles and generators
- Ensuring Logistical and Administrative Support for the smooth functioning of the Country Office.
- Developing and delivering training to Administration and Logistics staff

IT and Asset Management

- Reviews and updates the IT policy in collaboration with the IT Director at NY Office, and ensures the policy is communicated to all staff for adherence and compliance.
- Responsible for the Country office IT asset management ensuring compliance with donor/CMMB policy as well as adequate security, safety and maintenance of all assets.
- Oversees the safety, security and effective functioning of the IT system in all main and field offices and guest house facilities, in collaboration of the IT Director in the NY Office and respective service providers.
- Advice on the most adequate IT systems for use in the Country Office, ensuring value for money, efficiency of services and longevity of use.
- Ensures staff in the Country Office regularly complete their safety and security short courses and are constantly reminded to be vigilant.
- the Asset register

Supervision responsibilities

- Mentors, coaches and trains the Procurement Team as well as communicates, and administers procurement team performance, development plans and appraisals.
- Provides proper supervision and management for all direct reports and lead the establishment and functioning of a high-performing, result-oriented, and coordinated team.
- Ensures the proper implementation of CMMB's performance management system for direct reports, including job description, regular feedback, mid-term reviews and annual performance appraisals.

Healthier Lives Worldwide



- Proactively addresses performance issues through regular, constructive, and honest feedback and coaching.
- Identifies necessary staff development, career development and succession planning strategies for direct reports, in collaboration with HR.
- Ensures that space and incentives are available to allow staff to develop and innovate.
- Undertakes other tasks as deemed necessary in line with the goal of providing management support to the Country Office as assigned by the Country Director.
- Be proactive in ensuring that CMMB's core values, Vision, Mission, Code of conduct, and principles of gender equity and diversity (GED) are upheld throughout area of responsibility and provide leadership to others

Qualifications, Knowledge and Experience

- A Bachelor degree or above in accounting, Business Administration, Economics or Finance discipline.
- A minimum of 8 years professional experience in the Procurement, Admin and Logistics, including supervisory experience, within an International NGO employment setting.
- Proven experience developing policies and managing organizational assets in compliance with a range of institutional and multi-lateral donors (including USAID, HPF, PEPFAR, and UN agencies).
- Demonstrated experience with budget preparation and analysis, financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports.
- Experience of working with multiple stakeholders, including donors, governments and local authorities.

Skills and Abilities

- Strong leadership and people skills with proven mentoring, coaching and team building skills.
- Ability to work under pressure in a complex environment and perform duties with close attention to details.
- Analytical and organized with ability to spot weaknesses and suggest logical, long-term solutions.
- Excellent written and verbal English language skills with strong communication, interpersonal and analytical skills.
- Experience working with an ERP system and familiarity with MS Office applications including Excel, Power BI and Access.
- Experience with UN and US Gov. funding procurement and asset management compliance and regulations.
- Strategic thinker with ability to develop a competitive advantage within CMMB Operations unit.
- Demonstrates high ethical standards, integrity, good business and financial acumen in fiscal stewardship.
- Ability to work within a fluid environment of limited financial facilities and a developing regulatory context.
- Ability to foster a high impact team, using judgement, persuasion, coaching and support





- Willing to travel to program areas within South Sudan, for at least 25% of working period.
- Understands CMMB's vision, mission, and is committed to promoting its values, as well as achieving the Country Office Strategic plan.

How to apply

Interested applicants should submit their application together with resume/CV to: CMMBSouthSudanJobs@cmmb.org indicating position applied for on the subject line. Your application should include telephone and email contacts of 3 references and your daytime telephone/cell phone contact. This position is required urgently, and interviews will be conducted as CVs are received, therefore please apply immediately if interested. Female candidates are highly encouraged to apply. Only shortlisted candidates will be contacted.

Please note: "CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return with your application.

You application will NOT be considered if your signed self-declaration and consent form is not received along with your application."





CATHOLIC MEDICAL MISSION BOARD

Sexual Exploitation, Abuse & Harassment (SEAH) Self-Declaration & Consent Form

Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.

I..... [name] hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my pass employment. I hereby give my full consent for CMMB to conduct further background checks related to SEAH.

Signed : _____

National ID/PP: _____

Date : _____

