CARE INTERNATIONAL IN UGANDA

JOB ADVERT

POSITION: Operations Officer

LOCATION: Kotido

ABOUT CARE INTERNATIONAL

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence.

CARE International in Uganda seeks to recruit a highly motivated and qualified professional to fill the position of Operations Officer.

JOB SUMMARY

Reporting to the Administration Manager, the primary responsibility of the Operations Officer will be to;

i. Provide overall administrative management of sub-Office activities inclusive of procurement, inventory, human resources, vehicle management, orientation, security, general administrative services and project finance support, based on CARE-Uganda Operations manual.

ii. The holder will also be expected to use initiative in problem solving and help out in project activities when requested to do.

QUALIFICATIONS AND EXPERIENCE PREFERRED

i. A bachelor of Business administration (BBA) and prior international NGO experience in the Karamoja region will be advantageous. A relevant university degree is a requirement.

ii. Management of complex administrative section requiring quick problem definition and development of solutions.

iii. Good communication skills both oral and written-i.e. writing letters and memos

iv. Good computer skills

v. Good planning, time management, and prioritization skills

vi. High level of integrity at work

vii. People management skills both at work and local community.

viii. Flexibility and willingness to learn at all times
ix. A generalist approach to issues at work as the position will fulfill roles both in program support and program

**Application Procedure:**

Interested candidates should submit their application letters and most updated CVs including the names, day time telephone contact and email addresses of three work related referees through our recruitment email (ugarecruitment@care.org) by **21st February, 2020**.

Candidates who originate from the following districts are encouraged to apply: Kotido, Kaabong, Karenga, Abim, Katakwi, Napak, Nabilatuk, Nakapiripirit, Amudat, and Moroto.

*Please indicate the job title in the email subject line.*

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER.

*Please Note that CARE does not ask any applicant payment for any recruitment process.*

*For any questions please call our office on 0312258100/150*

N.B: Refer to the Job description below for more details about the job
CARE International in Uganda

JOB DESCRIPTION

Job Title: Operations Officer
Location: Kotido
Supervisor: Administration Manager

JOB SUMMARY

The primary responsibility of this position is to provide overall administrative management of sub-Office activities inclusive of procurement, inventory, human resources, vehicle management, orientation, security, general administrative services and project finance support, based on CARE-Uganda Operations manual. The holder will also be expected to use initiative in problem solving and help out in project activities when requested to do so.

RESPONSIBILITIES AND TASKS

Logistics and Procurement

- Receive, register and process CARE store requisitions.
- Ensure timely completion of procurements in support of programme implementation in line with CARE and donor policies;
- Maintains and updates inventory records and provides quarterly reports on inventory, stock levels and distribution records. Organizes and supervises the physical stock taking of inventories.
- Arrange accommodations for workshops, client meetings and trainings,
- Timely manage and update all logistics reports and information as required by the organization.
- Inventory & Asset Management
- Keep an inventory list of equipment, assets and means of transport, and the relevant contracts and leases,
- organize equipment and stationary procurements, coordinate maintenance and replacement when required, in consultation with and with approval of the supervisor and conform the given authorization and (procurement) procedures
- Ensure efficient inventory management systems are in place and ensure that all procured items are accounted for and quality/quantity controlled in stock reports and asset inventory management systems.
o Fleet management across the field office to ensure safe and reliable transportation for all projects, including monitoring of transport reports, vehicle servicing plans are cost effective
o Continuously organize vehicle and equipment maintenance/repair schedule and value-for-money services to the vehicle fleet/equipment.
o Actively monitor and keep records of the fleet/motorcycles/generators fuel consumption through weekly reports.

Facility, security and utility Management
o Ensure maintenance of office, utilities and other properties. Ensure security guideline and protocols are followed and coordinate repairs works.

ICT
o Install software and hardware and conduct maintenance and upgrading to the ICT equipment at the office,
o Perform routine backups and provide support to users and coordinate ICT services,
o Conform to the (HQ and regional) ICT guidelines and procedures
o Program support
o As designated by the Sub-Office Coordinator, represent CARE and CARE activities at meetings and other occasions required
o Play an active role in project activities when requested to do so, for example, but not limited to, monitoring project activities and outputs.
o Official back up for the finance officer

Education, Experience & Skills Required

• A relevant university degree is a requirement. A bachelor of Business administration (BBA) and prior international NGO experience in the Karamoja region will be advantageous
• Management of complex administrative section requiring quick problem definition and development of solutions.
• Good communication skills both oral and written-i.e. writing letters and memos
• Good computer skills
• Good planning, time management, and prioritization skills
• High level of integrity at work
• People management skills both at work and local community.
• Flexibility and willingness to learn at all times
• A generalist approach to issues at work as the position will fulfill roles both in program support and program

Job holder’s signature __________________________ Date ________________________

Supervisor’s signature __________________________ Date ________________________