

JOB ADVERT

Support Service Officer

Created in 1979 and now operating in over 50 countries around the world, Action Against Hunger is one of the major actors in fighting hunger. Active in Liberia since 1990, Action Against Hunger has become one of the main humanitarian and development actors in the country focusing on Nutrition, Health, Mental Health and Psychosocial Support (MHPSS) as well as Food Security and Livelihoods (FSL), Water Sanitation and Hygiene (WASH) to address the underlying and root causes of nutrition insecurity. Action Against Hunger's work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia. Through the years, Action Against Hunger has developed a strong acceptance within the communities in the areas of interventions. Action Against Hunger Country office is located in Monrovia.

I. Summary of position

In January 2024, Action Against Hunger launched a new project aiming at improving health outcomes of Liberians by strengthening the health system in three counties: Montserrado, Margibi and Nimba. We are seeking highly motivated and experienced professional to join our team as **Support Service Officer**. The successful candidate will be responsible to assist the Nimba Field Manager at base level in accordance with procedures laid down for the Liberia Country Office and ACF guidelines for provision of the optimum support for the base operations. He/ She will support all operations department and bring to immediate attention of his/ her line manager non-compliance issues and report on a timely basis on the day to day working of the Nimba Office.

II. Key job responsibilities

Mission 1: Support and ensure sound accounting and cash management

- Make daily payments in compliance with ACF policies and procedures
- Manage cash box, prepare regular cash counts, reconciliation of cash, bank and mobile money accounts
- Ensure that all payment forms and supporting documents are correctly referenced, organized and filed
- Monthly scanning, e-archiving and submission of all payment documents to Monrovia office
- Record transactions into the accounting system on a daily basis and ensure entries are accurate and timely
- Assist program staff by providing financial information and guidance on processes

Mission 2: Coordinate the smooth and proper functioning of the supply chain and procurement

- Ensure that procurement activities are carried out in full compliance with Action Against Hunger's policies and donor requirements.
- Ensure timely and effective delivery of goods and services
- Ensure the best ratio of cost, quality and time of the supply chain (purchase, transport, stock) at the base level
- Advise, inform and alert requesters about each stage of the processing of requests.
- Support documentation and accurate records of all types of contracts
- Carry out basic stock management for materials stored temporarily at the base.
- Maintain a full inventory of all Action Against Hunger assets in the base

Mission 3: Office management and administration

- Support the Field Manager with the overall maintenance of the field office premises, facilities, assets, and equipment (physical work environment)
- Ensure communication with the Monrovia Coordination Staff on planned maintenance and related malfunctions.
- In coordination with the HR Manager support on the recruitment process of staff in the base
- Support the administering and coordination of the various leave processes and generate monthly statistical reports on leave and absence rates in the base
- Establish and manage effective filing and archiving system of staff records
- Ensure a high level of cleanliness is maintained in the office.
- Ensure a good state of repairs of the compound through regular maintenance checks on office building.
- Help to organize staff meeting and trainings as necessary
- Set clear and achievable target for line managed staff and regularly monitor
- Ensure the office is adequately stocked with appropriate stationery and other supplies
- Organize visitors' travel and accommodation in coordination with the Monrovia Office
- In coordination with the Monrovia office, perform administrative functions (hotel booking, utility bills payment to ensure the smooth functioning of the Field Office

Mission 4: Monitor and manage equipment

- Supervise the allocation and use of equipment at the base in consultation with the Field Manager
- Ensure the installation, maintenance and repair of equipment; create and update the list of equipment in the base ;regularly
- Oversee and manage the repair of vehicle maintenance (maintenance, cost monitoring, administrative management);
- Monitor and ensure a good state of repairs for the generator and motorcycles.

III Supervisory Responsibilities

- N/a

IV. Qualifications & Experience

- Bachelor degree in finance, economics, administration or related fields
- Minimum 2 years previous experience in supporting tasks related to Finance, HR, Admin and Logistics
- Understanding of financial statements and cash flow management
- Experience in equipment maintenance, monitoring, or inventory management;
- Previous work in office management or administrative roles.
- Familiarity with office software (e.g., Microsoft Office Suite, Ms. Teams).

V. Required Competencies And Skills

- Positive, empathetic, and adaptable.
- Good communication, and problem-solving skills
- Must be able to multi-tasks without losing focus on the key priorities
- Good organizational and planning skills
- Ability to manage schedules, appointments, and office resources efficiently
- Attention to details

VI. Remuneration package

Anticipated starting date: August 15, 2024

Contract length: 12 months renewable based on funding and performance

Location: Ganta, Nimba Country with frequent travels to Action Against Hunger intervention areas

Basic Salary: \$1,100

Transportation allowance: \$72



Education Allowance: \$90

Medical Insurance: staff and four dependents inclusive of spouse

HOW TO APPLY:

Are you a team player who is passionate about providing support to different departments (Fin, HR, Logs), we will be happy to hear from you and we encourage you to apply for this exciting opportunity. Please submit your CV, a cover letter highlighting your relevant experience, your vision for the role, academic credentials as well as the names of three (3) professional referees by email with the position title: **Support Service Officer** clearly stated in the email subject line to: recruitment@lr-actionagainsthunger.org no later than **5:00pm, July 19, 2024**.

Action Against Hunger is committed to diversity and inclusion within its workforce, and encourages all competent persons, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply and become part of the organization.

Action Against Hunger is committed to protect all persons it comes into contact with through our work, including children and at-risk adults. Action Against Hunger has ZERO TOLERANCE towards all forms of harm and abuse.

Action Against Hunger is an equal opportunity Employer. Qualified women are particularly encouraged to apply.
