

Base Administrator (technical Logistician)

INSO SOUTH SUDAN

Closing date: 31 October 2018

INSO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). INSO does not concern itself with information on applicants' bank accounts.

Organisation Background

Founded in 2011, the International NGO Safety Organisation (INSO) is a British charity that supports the safety of aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of [free services](#) including real-time incident tracking, analytical reports, safety related data and mapping, crisis management support, staff orientations and training.

INSO services [help NGOs](#) with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions.

The Organisation has grown from innovative start-up to become a globally recognised charity and a valuable component of the humanitarian safety coordination system.

Today the Organisation provides daily support to more than 850 NGOs in twelve of the world's most insecure countries and has earned a strong reputation for performance, principles & professionalism.

INSO South Sudan Country Office

INSO started operations in South Sudan in early 2018. INSO South Sudan is providing free services to more than 100 local and international NGOs in the country, enhance the delivery of aid and preserve the safety of their staff. Specifically, the program shall provide the NGO community with tailored safety support through 3 main services: Capacity Building (provision of training to aid workers); Information & Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support to crisis and critical incident management). INSO services are envisioned to cover the whole country, with 4 field offices expected to be open in 2019.

Job Summary:

We are seeking a qualified and experienced individual to join our country team as the **Base Logistician**. The post is to be **based in Juba**, with sporadic travels to our field offices in other parts of the country.

The key responsibilities of this position will be to carry out and/or supervise all technical logistics related activities. Included but not limited to maintenances of assets (communication, electrical equipment, furniture, appliances,) and premises/facilities (infrastructure, plumbing, electrical, carpentry...), fleet management according to INSO's protocols in order to have the material, infrastructure and vehicles in optimal running conditions. Also ensure proper operations radio equipment when in place and prevent faults / deterioration of INSO equipment / installations/ infrastructures.

The **Base Logistician** reports directly to the HR & Administration Manager.

Main responsibilities:

a. Fleet management

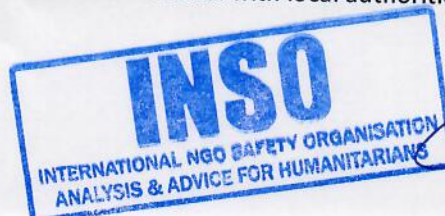
- Plan vehicles movements, track individual trips, and ensure implementation of security measures.
- Make report of fuel consumption and follow-up with INSO's fuel contractor Track consumption of fuel used for generators and vehicles.
- Implement the specific procedures to ensure and to monitor that the vehicle and other motorized equipment (generators, pumps, etc.) inventory, documentation and first aid kit are inspected on a monthly basis by the responsible driver; that maintenance services (A, B, or C) are done on time and fully recorded in the vehicle logbook; and to rationalize the use of fuel and other consumable items.
- Supervise drivers to ensure they adhere to all INSO driving rules and regulations, take good care of their vehicles, prevent damage, perform routine maintenance activities, drive safely, and fill in the vehicle logbook with all relevant information.

b. Management and Maintenance of facilities/Assets

- Check and ensure the maintenance of INSO's premises and facilities, as well as the general water supply, electrical, walls, ACs... and security conditions. In this sense, make inspection visits to assess the rehabilitation needs of facilities.
- Supervise maintenance activities in the event of major problems, inform the line manager, in order to actively propose a solution. In that case, s/he guarantees the quality of any maintenance of premises.
- Perform any necessary tests / checks to confirm the proper operation of the installation or equipment after repair.
- Check domestic waste is correctly discarded. Check the maintenance of the various open spaces (gardens, courtyards...).
- Perform regular maintenance of INSO installations / equipment / infrastructures (base, house, store, etc.), particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).
- undertake all minor works (construction, repairs and/or maintenances, electrical, plumbing, etc.) requested by the line manager, as well as any task identified by the employee and approved by the line manager.
- Checks the quality of the work carried out on generators, washing machines and electrical installations.
- Prepare orders for his/her sector of activities, do the follow-up, check their proper reception and state.
- Ensure that there are adequate stocks of consumables and materials for minor repairs and manage those stocks; placing orders in time.
- Check that all technical materials to be bought represent a good value for money and ensures that the line manager is aware of any problems linked to the quality or availability of the items to be purchased.
- Ensure effective management, protection and care of work tools (including site installations under the employee's supervision) and keep everyone informed on the proper usage of equipment.
- Keep all documents related to installations / equipment / infrastructures in order and update them regularly.
- Immediately inform the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins.
- Assist logistics department for any related work needed

c. Communication:

- Register/Renew the authorization to use radio material with local authorities when and if required.



- May be required to operate the HF and VHF radios, avoiding using any sensitive or security related information and following the INSO security rules.
- Ensure radio frequencies (HF and VHF) quality and transmission capacity. Install and program frequencies in all type of radios when necessary
- Maintain and Supervise HF & VHF batteries status in good maintenance conditions.

Mandatory Requirements

- South Sudanese National
- Minimum Secondary Education
- Essential, 2 years of previous working experience in logistics activities related jobs.
- Technical experience in logistics.
- English language essential; local languages desirable.
- Essential ability to do basic repairs.

Desirable Characteristics:

- Experience with other NGOs.
- Desirable, previous experience in humanitarian aid.
- Computer literacy and radio equipment user-knowledge

Key Personal Competencies

- Results oriented
- Team player
- Flexibility
- Stress Management
- Able to work in a multicultural environment

Terms & Conditions: *Annual contract (renewable, based on performance) with expected start date of 15 November 2018, salary according to qualifications, relevant experience and INSO salary grid, 21 working days annual leave per annum, full medical coverage for the employee and up to 4 dependents.*

HOW TO APPLY:

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org by 31 October 2018 24hr 00 local time, and reference "**INSO Base Administrator, Juba**" in the subject line of the email.

- Cover letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO (**1 page maximum**).
- Up to date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

Please do not send any additional information (such as copies of certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to Thonying Area, off Airport Road, near Kilimanjaro Apartments, Plot Number 479 Block 3k-South, clearly indicating "**INSO Base Administrator, Juba**" on the envelope.

Only candidates that strictly stick to the instructions above will be considered. Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective of gender. INSO is an Equal Opportunity Employer.

Juba, 05 October 2018



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