



# ICRC

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



**JOB ADVERTISEMENT**  
**LOGISTIC ASSISTANT**  
**Based in Wau**

**The International Committee of the Red Cross (ICRC)** is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 13,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are more than 700 ICRC staff working in Juba, Bentiu, Malakal, Rumbek and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

**ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.**

For more information, visit website: <http://www.icrc.org/>

**AIM OF THE POSITION**

Logistics Assistant supports delegations logistics team by following on and handling requests. Logistics Assistant is also responsible for handling bookings liaises with other departments for flights movement and reporting, he/she will support car dispatcher in his/her absence.

**Main Duties and Responsibilities:**

In a site with 30 vehicles the employee assists the car dispatcher and purchaser in running of the department and replaces him/her during his/her absence. The employee:

- Supervises the drivers (L/C and Truck) including planning of duties, schedules an attendance
- Supervises the planning of vehicles use in all situations, operations, duty and private use.
- Monitors, checks and reports all aspects of the use of the vehicles, activities of drivers to the Supervisor.
- Assists in follow-up and processing of insurance and accident files
- Assists or processes necessary documentation for field trips or convoys, checks working advance, per diem and overtime.
- Responsible for purchases in a small operation with the value of up to 20'000 CHF per month and multifamily commodities
- Follows ICRC procurement procedures, petty cash purchases, quotations, open selected tenders. Creates simple purchase Orders
- Makes assessments on a regular basis for products and service costs in Wau.
- Handles flight requests, flight notifications and security clearances
- Handles passenger, cargo and mail services to/from the airport
- Distributes the daily / weekly / monthly flight plans to the local authorities
- Liaises with logistics, welcome and other ICRC departments about the movement of the ICRC aircraft, pick-up and drop-off times of both passengers, cargo and mail including diplomatic pouch to ensure smooth coordination of the flight operations

**Only short-listed candidates will be contacted. Application files not retained will not be returned.**





- Keeps AirOps and Logistics delegate informed about delays, irregularities and/or security breach encountered that might jeopardize the operation of the ICRC aircraft and the safety of the passengers.
- Maintains good professional contacts with the local authorities and follow up of official procedures relevant to the area of operation

**Minimum required knowledge & experience:**

- 'A' Level (Higher / Advanced Higher Grade exam) or equivalent required.
- Some completed college coursework or an Associate Degree are an asset.
- Minimum one (1) year of relevant work experience in a flight department or airport is required.
- Additional vocational training in logistics or air transport management.
- Fluency in English and Arabic is required.
- Intermediate level in computer skills. Basic knowledge of Aviation terminology preferred.
- A valid driving licence and driving experience of 3-5 years are required - Applicants have to succeed in ICRC driving test.
- Excellent knowledge of the geographically assigned environment
- Minimum knowledge of purchasing
- Experience in organising movements with cars and trucks.
- Basic knowledge of vehicles and fleet
- Skilled in the following competencies: Adapting & Learning, Team Work, Planning, Organization & Assessment; Communication (Ability to express views and ideas);

**HOW TO APPLY**

Interested candidates should submit their application clearly marked "**Logistics Assistant - Wau**" (including C.V. written in English) and copies of certificates at latest **Monday, 20 August 2018** to the **HR Manager**.

**either:** At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

**or** By email to: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)



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