



NEW VACANCY ANNOUNCEMENT

Job Title: Logistic Assistant
Location: Maban,
Reports to: Logistic Coordinator
Start Date: ASAP
Dead Lines: December 7, 2017

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

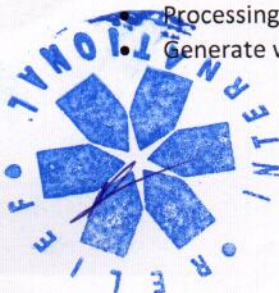
Job Summary

Logistics Assistant, in coordination with other Operation and Program staff, is expected to perform the following objectives:

- Carry out tasks within guidelines laid down by manager / supervisor.
- Establish good combination and coordination among all offices within South Sudan.
- Tasks require good planning and prioritising
- Contributes to improvements in processes

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for fleet management. Ensure staff movement tracker is updated all time.
- Manage staff airport/airstrip pick/drops
- Organises and manages procurement according to planning and RI standards and procedures
- Ensure logistics files are properly marked and placed all time.
- Responsible for processing staff visas and registrations.
- Responsible for office guesthouse keeping. Ensure that any electrical, plumbing or other relevant issues are addressed timely.
- Responsible for collecting/receiving In-kind supplies from RI donors/partners.
- Check reception of office supplies according to quality and quantity. Manage the office stationary and other supplier in coordination of Base supervisor.
- Processing of suppliers payments by ensuring all paper work is completed.
- Generate weekly report and share with supervisor.





- Enables accurate written and verbal communication in between Logistics, Administration and Programme team on a daily basis.
- Perform any other job related duties as assigned by supervisor.

QUALIFICATIONS AND JOB REQUIREMENTS

- Diploma or Certificate in Logistic.
- At least 2 years of relevant experience in similar position preferably with an international NGO able to work with grass root communities in the field.
- Excellent skills and experience in the assessment, and procurement skills
- Good knowledge of English and excellent knowledge of the local language is a must.
- He/she must be willing to be based in the field and work closely with beneficiary communities

Other skills

- Good communication skills
- Computer and Reporting skills

We would like to share Relief International's Values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

HOW TO APPLY:

Submit your applications letter include updated CV, copy of National ID Card, Academic documents and should be delivered to the Relief Intentional office in the following Locations:

Juba - Tongping Road, Behind US Embassy residence - Juba

Gentil - Gentil Office is Located in Southwest Maban County-in Yousif Batil,Road to Jamam, next to Gentil Hospital

Bunj - Bunj Office is located in Northeast Maban County;

OR

Send your application via Email to: recruitments@ri.org

All applicants will be required to register their names and the position they applied for when submitting the applications at the different offices.

