



NEW VACANCY ANNOUNCEMENT

Job Title: Base/Compound Supervisor

Location: Maban,

Reports to: Logistic Coordinator

Start Date: ASAP

Deadline: **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.

GENERAL RESPONSIBILITIES

Base will be responsible for daily management of Relief International (RI) compounds in Batil and Bunj in order to ensure smooth operations of RI in Maban

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures that all RI compounds are cleaned and all equipment is maintained in timely manner.
- Maintain a visitor's logbook system for all the compounds and ensure that each visit is registered accordingly.
- Ensure staff residence and washing area is equipped with basic supplies.
- Ensure compound water supply is maintained and all water tanks and bladder is chlorinated after every refilling of water.
- Ensure that visitor accommodations are arranged prior to their arrival. Tents/room allocation has to be communicated to the visitor(s) at their arrival.
- Ensure compound fence is properly maintained all time, overgrown bushes have to be cleared/cleaned whenever it requires.
- Preparing all administrative documents such as internal notes, regulation etc
- Responsible of the roster and overall management of guards, cooks and cleaners.
- In charge of capacity building for RI guards.

Assists in conducting safety and security drills in the office.





- Ensures that all safety and security equipment such as fire extinguishers, first aid kits ect. are properly distributed and marked at RI compounds, up to date and replenished.
- Supervises casual labour force.
- Coordinates with procurement that all needed supplies for RI compounds are available and procured in timely manner.
- Together with Fleet Assistant ensures that all generators are maintained, fuelled and operational 24/7.
- Any other duties assigned by line manager.

QUALIFICATIONS AND JOB REQUIREMENTS

- Diploma in Business Administration
- 2-3 years' work experience with other NGO's
- Good Communication skills
- Must have good Arabic and English skills both oral and written.

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-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.

