

world relief™



Vacancy Announcement

World Relief is an International Non-governmental Christian Humanitarian and Development Organization. The organization has been providing humanitarian assistance to the vulnerable population of South Sudan since 1998

World Relief South Sudan is looking for a suitably qualified **South Sudanese National** to fill the below vacancy:

Job Title: Asset Tracking Officer

Report to: Operations Director

Work Location: Juba South Sudan (Roving in World Relief Project Sites)

Job Overview:

The Asset Tracking Officer will be responsible for ensuring all the assets of the organization are well labeled and documented. The purpose of this job is to provide efficient and effective support and assist the logistics department to capture; truck and update the Asset register of World Relief and to manage the Assets under the supervision of the Operations Director. This is done in order to track all assets in the World Relief South Sudan Program and to provide the respective Donor with transparent asset reports.

Duties & Responsibilities

- Provide technical support for the accountability of World Relief or Donor owned assets according to the WR Operation policy
- Assist in the management and safe keeping of WR assets in Juba and advise field locations on the same.
- Establish and maintain an accurate, detailed and up to date fixed asset register
- Ensure WORLD Relief IT assets are assigned stock numbers, bar-coded and tagged as per World Relief guidelines.
- Conduct periodic physical inventories of World Relief IT Office equipment to ensure accuracy of serial numbers, stock descriptions, and net total on hand and exact Location of property.
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- Assist in managing and maintaining a comprehensive electronic database of expendable and non-expendable property, acquisitions, disposals, transfers, deletions and correction.
- Conduct field visits to ensure that the asset register in the respective field locations are up to date and assets have been registered with the necessary information
- Assist in the maintenance and accurate filing system of all documents and the supporting records to ensure the complete documentation is kept in the asset room for audit purpose



- Support the operation Director in facilitating the communication and coordination with the relevant stakeholders in South Sudan on all matters relating to the safety and Security of WR staff in all areas of operation.
- Maintain a network of contacts in South Sudan and represent WR at safety & security meetings if and when necessary.
- Collect, verify, analyze, disseminate and report information that affects, or may affect, WR operations in South Sudan.
- Prepare and submit Safety & Security Incident Reports
- Brief visitors and new WR South Sudan staff members (including implementing partners where applicable) on safety & security procedures
- Contribute to the identifying and procurement and issue of safety and protective equipment.
- Responsible for updating WR Juba's Safety Level System (SLS)
- Support the WR South Sudan Operations Director in designing and implementing training on safety procedures for WR South Sudan staff.
- Be flexible and manage time according to the tasks given by the line manager
- Perform any other task as assigned by the Supervisor.

Qualifications and Experience

- Bachelor Degree or Diploma in Logistics/Warehouse Management or related field of study
- Minimum of Two (2) work experience in Humanitarian aid related organizations in Assets Management
- Good Skills in Computer program like Office Excel, Word document and outlook
- Ability to work proactively and with initiative
- Good interpersonal and communication skills
- Flexible, reliable and trustworthy
- Fluent knowledge of English

Application Requirements;

Applicants desiring consideration for this position should submit the following:

- Application letter, expressing your motivation for the position you are applying for
- Current CV, Copies of diplomas and certificates, including nationality certificate
- List of three former supervisors who can serve as job references one of whom should be from the church with their **valid email addresses and contact numbers**.

Interested candidates should submit the above requirements to the HR & Administration Manager, World Relief by email WRSSrecruitment@wr.org or Hand delivery to World Relief Office located at Hai Cinema **not later than 5th July 2018 at 5:00 pm**. include the job title in the subject line of the email.

Due to the urgency, Applications will be reviewed as they are being received and only the shortlisted candidates will be invited for interviews.

