



JOB ADVERTISEMENT
Logistics Admin Assistant

Starting date: October 2018**Deadline for applications: 1st October 2018****Number of Positions Available: 01****Place of work: Torit****Weekly hours: 40****Contract duration: 12 Months (3 months' probation)****Working Day/time: Monday – Friday (08:30 AM – 05:00 PM)****Salary : According to HI salary policy – non negotiable****Background**

Humanity & Inclusion (HI) has been operating in South Sudan since 2006 with its former name as Handicap International, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities; persons with mental health issues; survivors of Sexual and Gender Based Violence (SGBV); Elderly Persons in need (EPN), and Orphans and Unaccompanied Minors. HI's current operations are centered in POC and IDP sites outside Juba city; as well as the host communities of Yei and Yambio in Central Equatoria and Torit in Eastern Equatoria, with the Country Office based in the capitol of South Sudan, Juba. Since 2016, HI has been operating an emergency mobile (or flying) unit responding to the needs of people with MHPSS (Mental Health & Psychosocial Support) needs and disabilities in the greater Upper Nile, Unity and Jonglei states. Overall, about 50,000 direct beneficiaries (people with disabilities and other most vulnerable) are being targeted through MHPSS and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI current programs are funded by ECHO, DFID, MOFA Luxembourg and SSHF –South Sudan Humanitarian Fund- among other donors. As part of its 2019-2020 strategy, HI South Sudan is prepositioning to rejuvenate programming in Protection, and to expand its program interventions in Health (MHPSS), Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

In 2018, HI program activities include;

- Protection program in Juba PoC and Urban Juba Camps, psychosocial support and targeted assistance to persons with specific needs.
- An emergency flying team providing MHPSS, rehabilitation, and inclusion services across the country
- A Victim Assistance project based in Juba and Yei including rehabilitation and livelihood activities
- A new Inclusive Mental Health & Psychosocial Support project in Yei, Juba, Torit, and Yambio providing mental health and inclusion activities and services, working with beneficiaries and service providers.

This Project

This project is collaboration with the DFID Humanitarian and Resilience Program in South Sudan (HARISS). The aim of the HARISS program is to provide life-saving support to the women, men, and children of South Sudan and enable them to cope with the onset of new shocks. The HARISS program works to ensure that quality programming reaches those that need it the most. The HI project will ensure that the most vulnerable individuals are able to access and benefit from these services

Job Purpose

Under the direct responsibility of the Project Liaison Officer, and in close collaboration with the Mental Health and Inclusive Humanitarian Response Team, the **Logistics Admin Assistant** will be in charge of the organisation and coordination of all logistics and administrative systems and activities required for the primary support of the Mental Health and Inclusion Humanitarian Response project activities in Torit.

S/he will ensure accurate documentation of all logistic and administrative processes and transactions for all Mental Health and Inclusive Response project activities for easy tracking, accounting and reference and make assessments of the logistic and administrative issues and report any recommendations to management. Establishing and maintaining good and professional relations with Government of South Sudan officials, UN agencies and other NGOs that relate to logistics and administration matters.

HIERARCHICAL RELATIONSHIPS

Line manager: Project Liaison Officer

Key Responsibilities

1. General Supervision

- Proposes to the Logistics Coordinator modifications in the support functioning or its organisation in order to improve the quality of service given to users.

2. Technical Supervision

- Ensure that procedures of monitoring and maintenance of infrastructures, installations and equipment, are properly implemented, according to Humanity and Inclusion and donors standards and essentials.
- Guarantee that repairs and maintenance are done within deadlines.
- Is responsible for the administrative follow-up of the team in Torit.
- Ensure the proper running of technical means related to security rules.

3. Administrative Supervision

- Ensure the check-up, follow-up, and filing of administrative documents (purchase orders, deliveries, etc.), under the line manager supervision and the administration department's supervision for the contracts.
- Monitor the consumption of mechanical and electrical vehicles/machines/devices (fuel and spare parts), as well as energy consumption (water, electricity, etc.).
- Ensure formal validation and follow-up of invoices, and their correct accounting registration.

Supplies

- To facilitate the timely procurement of supplies, services or works requests researching thoroughly for reasonable price, quality and availability and according to specific donor requirements where indicated.
- To ensure that proper administrative procedures and standards for follow up, ordering, stock keeping and dispatch are followed.
- To effectively implement all information/data system necessary for the sound and transparent management of the logistics function (quotations request forms, supplies request form, local purchase orders, pro-forma invoices, tenders, manifest, waybills etc.)
- To ensure that all PSR orders received have appropriate order reference number, budget code and contain adequate descriptions and specifications.
- To ensure that systems are adhered to so that accurate and transparent processes are evident, ensuring that all logistics staffs are aware of and committed to these procedures.
- To facilitate the timely and cost effective transport of goods to field locations, where possible, making use of WFP / UNJLC or appropriate commercial companies as the need demands.

4. Fleet and Generators

- For any aircraft chartered by HI, ensure that landing permission is obtained prior to the dispatch of the aircraft.
- To ensure that all goods sent from Juba to the field location are packaged appropriately to ensure minimum damage.
- To ensure all transport documents (packing list, HI waybill) are accurate and signed and that paper copies are systematically filed in Juba for future reference.
- To liaise with other NGOs or partner organisations if necessary to share cargo load to field locations

5. Assets

- Assisting Logistics Manager in management of assets and equipment in the field location including periodical physical inventory, tagging, preparation of certificates, and identification of technician/suppliers for repair and maintenance of equipment where needed.
- Ensuring secure storage of all assets that are not in use.

Stock/Warehouse

- To ensure that adequate storage facilities for commodities are established and that all items are stored safely and in accordance with any contents insurance requirements.
- All goods that are not considered an 'asset' but considered 'project equipment' must be given a tracking number and separate inventory kept from assets with an asset number.

6. Information

- Informs project staff about guidelines/information coming from the line manager.
- In the absence of the line manager, he/she is an information referent for internal counterparts.

7. Reporting

- Prepare and share Periodic Reports of logistics activities i.e. monthly Logistics Report for last month and submit to Project Liaison Officer

- Immediately inform the line manager of information that has or could have an impact on the security of HI staff and /or properties.
- Informs the line manager on any relevant matter and arising problems.
- Takes part in the preparation of activity reports,

8. Others

Upon request:

- To keep accurate records of any Gifts in Kind received and send this information to relevant departments during financial reporting period

To liaise with national government representatives, other local officials, UN and other NGOs, developing relationships and networking where appropriate in the area of logistics and administration.

Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

- **Eligibility/Qualifications to apply**
- Minimum 2 years of experience in the field of Logistics and/or administration in an International Organization
- Degree / Diploma in Management Science, Economics, business administration and logistics or in any Technical field
- Fluent in English, Arabic
- Ability to train, manage and monitor a team and to delegate
- Flexibility
- Ability to work in a multi-disciplinary and multi-cultural environment
- Good communication skills
- Proficient in using computer applications (Microsoft office, presentations)

HOW TO APPLY

Qualified candidates are invited to submit their applications (**CV and Cover letter**- clearly state the address, contact information and position applied for) before **5:00 PM** on **1st of October 2018** through physically or email to: recruitment@southsudan.hi.org

Humanity & Inclusion
AVSI Compound, Hai Longute

Or
Hai Malakal, plot No 83, Block AXIII
Juba, South Sudan.

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will **not be returned** to applicants. Applicants are advised **not to include any original documents** in their application. Federation HI will **not be held responsible** for the loss of such documents.

Due to the expected volume of applicants, **only shortlisted** candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Handicap International is an equal opportunity employer and welcomes applications from women and persons with disabilities

