



Islamic Relief Worldwide
South Sudan

19-06-2017

JOB ADVERTISEMENT

Established in 1984 in the UK, Islamic Relief IR is an International NGO seeking to promote suitable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender

Applications are invited from 19th of June to 26th of June, 2017, from suitable candidates to fill in the position mentioned below with a base in WAU, South Sudan

Position: LOGISTIC ASSISTANT –WAU location with frequent travel to WARRAP

Job Description:

KEY AREAS OF ACCOUNTABILITY:

- Build the capacity and train logistics staff in all necessary logistics procedures and systems including procurement, warehousing, fleet, communications, transport, and security.
- Coordinate and supervise the use of back-up generators in offices and houses and ensure compliance with maintenance schedules and IRW policies and guidelines.
- Ensure all logistical requirement of the field office is met.
- Regular coordination meetings, planning, systems development and training, and day-to-day follow-up of logistics functions

Logistics Functions

Supply Chain:

- Identify clear, effective and appropriate domestic supply chain to ensure the demanding needs of programmes are met.
- Work with the Supply Chain Assistant and other Logistic Assistant on the most efficient purchases which need to be done inside South Sudan, ensuring that procurement is appropriate and cost effective, based on budget, markets, infrastructure, and the need for timely delivery.

Compliance:

- Ensure that the minimum standards and logistics policies of IRW are implemented and adhered to throughout the programme and procurement is carried out in line with donor requirements and that any exceptions or waivers are addressed with the IRW member liaison and appropriate approval channels.



Fleet management

- Coordinate the deployment of IRW SouthSudan fleet (vehicles and motorcycles) and ensure compliance with maintenance schedules and IRW vehicle and driver policy and guidance.
- Implement fleet management system
- Train drivers on safety regulations

Assets and stocks

- Establishing and maintaining inventory list of all IRW asset through AX system
- Draft and review inventory management policies and procedures
- Train IRW field and Juba team in the management of and documentation of receipts, handling of warehousing (managing register through IRW internal system from acquisition to deliverance of all activities)
- Supporting project team and logistic officers in the checking quality of program goods and services delivered and producing documents on all Goods received and Good Delivery Report.

HOW TO APPLY

Interested persons who meet the above criteria should submit their applications which include the cover letter, together with an updated CV with at least three referees with their telephone contact addressed to: The Senior Human Resource & Adm Officer Islamic Relief South Sudan and drop your application at IRSS Office, Plot No. 54, Block B-X VI) Hai Cinema, along Unity Road, Next to Solidarites International, Juba County, Jubek State.

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Submit your application and detailed CV to IRSS.Recruitment@islamic-relief.or.ke by closing date of **26th of June 2017**

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Position: Human Resource & Admin Assistant

IRSS is looking for an HR/Admin Assistant to perform a variety of personnel-related administrative task. The incumbent will be tasked in performing a variety of personnel related administrative tasks. You will support the HR department in the function mentioned below. The list is not exhaustive.

Roles and Responsibilities:

- To act as focal point of contact for all IRW stakeholders and customers in front desk and provide clearance before the visitor could be allowed access
- To provide an effective human resources and admin support to the IR staff
- Support Senior HR officer in the staff record management including planning for and recruitment process, leave management, time-sheets
- Carry out general administration task for the HR department for example, sorting post, answering telephone calls, re-directing emails, ensuring that all HR documents and staff files are properly updated
- Manage flight, Hotels and other bookings as requested by concerned staff members;
- Ensure that HR and Admin files (both paper and electronics) are updated and filed accordingly and in a timely manner
- Act for the Senior HR, should the officer be away
- Maintain an up to date procedures Manual for all HR Administration duties
- Liaise with security, logistics and programmes ensuring that all their supports required are managed and well taken cared about
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Requirements

- Bachelor of Art in Business Administration and Management, Human resource development
- Applicants with Diploma and experience spanning at least 4years in the field administration or Human resource or both will be considered in lieu of the degree
- At least 3 years working experience as front office or Assistant in similar role;
- Clear understanding of Human resources, and administration protocols and function.
- Hand on experience with HR software, like HRIS or HRMS
- PC literacy and experience with MS Office applications
- Knowledge of South Sudan labor legislation





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Applications are invited from 19TH to 26th June 2017 from suitable candidates to fill in the position below with base in Warrap but with activity implemented in Akop and Marialou

Position: Food Aid Officer BASE LOCATION: WARRAP

Job Purpose: The Food Aid Officer will assist the Emergency Response Coordinator in the daily implementation and administration of the project.

Other duties include:

- Implementing food security support activities under the emergency response.
- Identification and registration of beneficiary households for livelihood program.
- Regular monitoring of the activities at distribution level and off site with households.
- Need identification through house holds' survey.
- Ensuring timely implementation of livelihood activities.
- Working closely with Nutrition officer and logistic team to ensure all supply requests related to the project activities are done timely and according to procedures.
- Monitoring budget and report to Emergency Response Coordinator in a timely manner for proper planning.
- Managing project activities in the targeted Payams
- Supporting field staff for the timely implementation of activities at field level.
- Documenting in the timely manner, all progress challenges, and learning for future implementation of similar projects and accountability.
- Leading assessment in the operational area for livelihood interventions.
- Conducting regular field visits to verify quality /progress of the Emergency Program interventions provide technical guidance and advice.
- Over all coordination of project activities.

Requirements

- Bachelor's Degree in Development Studies, Humanitarian Response or a related subject
- Diploma in development or social science subjects with 4 years working experience can be used in lieu of degree.
- At least 3 years professional experience with a humanitarian agency and in complex emergencies
- Experience of designing, carrying out, analyzing and reporting on multi-sectoral emergency assessments.



- Coordination with government departments and other humanitarian actors
- Strong working knowledge of Arabic and English (spoken and written)
- Computer literate with good working knowledge of Microsoft Excel, Word, PowerPoint and Outlook
- Experience of direct implementation of an emergency response project in various states of South Sudan
- Experience Knowledge on DEC, and START Fund procedures

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Islamic Relief World Wide is looking for a dynamic person to fill the position of **Security Guards (4)** 2 in Juba and 2 in Warrap

The Security Guard scope of jobs is member of the support staff and reports to the Logistics Assistant .She does not manage staff

Purpose of the position:

- Make accountable for the daily check of visitors and staff at main gate
- Accountable for the management of all aspect of security work
- Check and inspected in and out movement of employees and visitors
- Maintained records of all items and visitors kept during working time
- Checked and inspected in and out movement of staff cars and visitors
- Prepared daily security report and submit to the logistics department
- Make inspection in luggage of visitors and check weapons and arms
- Accountable for the management of daily security monitoring
- Ensured management of all vehicles passing from the main gate
- Accountable for the keeping of all items of visitors and pass ID

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- South Sudan Certificate of High Education or three years Security training with experience in the field of UN- agency and INGOs programming
- 8years of experience in in the field of providing security through different firms.
- Experience in reports witting
- Good writing skills and computer literate.
- Knowledge of local languages will be an advantage.

N.B: This position is open to South Sudanese Nationals Only.



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Islamic Relief World Wide is looking for a dynamic person to fill the position of **Cleaner (1) for its Emergency Response Project** for Western Barh el Ghazal .

The Cook/Cleaner scope of jobs is member of the support staff and reports to the Logistics Assistant .She does not manage staff

Purpose of the position:

Job Description for Cleaner/Cook.

- I. Performs all the cleaning tasks associated with the cleans, office, removing garbage, cleaning bathrooms.
- II. Regularly purchase ingredient based on agree daily/weekly menu and stores them in safe and hygiene condition.
- III. Cleans food before cooking or serving
- IV. Cooking food according to menus, including dietary or nutritional restriction or number of portion to be served.
- V. Maintain kitchen work area equipment and utensil in a clean and order ways
- VI. Cleans the kitchen and dining office bed room area before meals includes dishes

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED

The following may be acquired through a combination of formal or self-education, prior Egan to learning orientation

- South Sudan Certificate of High Education (SSCHE) or three years Chef –Cook training with experience in the field of Food and Beverage programming
- 8years of experience in Restaurant Management in South Sudan.
- Trained in Dietary or Nutritional Restriction guideline Menus
- Experience in reports witting
- Good writing fluency English and oral communication skills .
- Knowledge of local languages will be an advantage.

N.B: This position is open to South Sudanese Nationals Only.



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Position: Communication and Media Officer

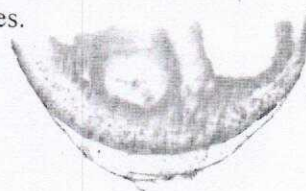
Overall Responsibility

Your work will be designed as the following

- To be the main media communications contact in the field during emergencies and coordinate all media communication roles.
- To produce high-quality and regular media and marketing material that meets the needs of IRW and its partners.
- To raise the profile of the disaster, the needs and IR's response, focusing on key messages, identifying important themes and promoting relevant issues.
- To contribute to a short and long-term media plan to ensure sustained coverage of the disaster and IR's work.
- To contribute to any advocacy messaging developed by IR around the needs and issues associated with the disaster.

Roles and Responsibilities:

- To manage all media communications activity in the field in line with the media strategy produced by the IRW Communications team, and ensure the media and marketing needs of IRW and partners are met.
- To produce high-quality media materials including human interest stories for web, print and external publication and to share them with IRW in a timely manner.
- To manage and update IRSS website regularly and establish a social media account for the office providing daily and timely update
- To produce case studies of people affected by the emergency and those helped by IR, articles on the changing situation and impact of IR's work, regular/daily blogs of first-hand accounts for use on IR and other websites, and articles and briefings on important themes emerging from the situation with key messaging suggestions and backed by relevant details.
- To act as the main IR spokesperson during the initial emergency response phase, undertaking media interviews with journalists based in country, the UK and abroad.
- To make contact with journalists based in country and to inform them about IR's work and to maximize on any proactive media opportunities.



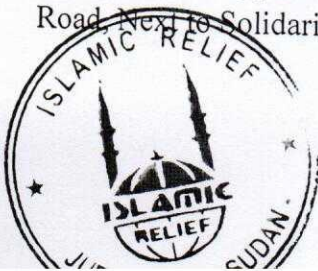
- To represent IR at press conferences and media briefings.
- To provide training and support to selected field-based staff to enable them to carry out interviews with the media and to produce media materials suitable for use by IRW and its Partners.
- To provide timely, interesting and accurate information to the IRW Media Department that can be turned into Press Releases, web updates and e-campaigns, as well as other appropriate marketing materials.
- To work alongside any other IR media staff on the ground including photographers to ensure coordinated media material.
- To edit and produce monthly programme bulletin and quarterly Magazine of IRSS work in South-Sudan.

Experience and essential skills requirement

- **Bachelor of Art in Journalism, communication or public relation or social marketing field**
- Applicants with Diploma in Journalism or Communication but with 5years continuous working experience in the field will be considered for shortlist in lieu of degree
- At least 3 years working experience as communication/Media officer in NGO's and preferably in SS
- Excellent verbal and written communication skills
- Ability and skill to create in developing story lines
- Strong organization sills and attention to detail;
- writing and editing skills and proven experience to write to for various audiences including general public
- Ability to speak clearly and eloquently in Public including confidence to represent IRW's work in public forums
- Competency in software an social networking,
- skills in blogs and management of website
- Experience in Audio and Video Production
- Demonstrated experience in working with civil societies and more so in the context of south-sudan
- strong experience of in and understanding of a new media, as well as traditional and digital media in the context of South-Sudan
- PC literacy and experience with MS Office applications
- Strong interpersonal skills including negotiation skills and ability to represent IRW in the external forums and events
- Excellent organizational and time-management skills
- Teamwork skills
- can produce high quality programem materials

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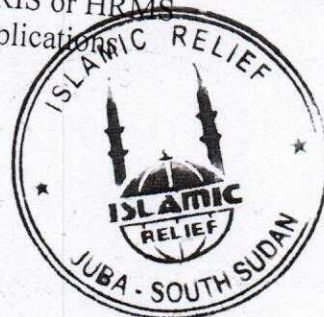
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