



# Training Assistant

## INSO SOUTH SUDAN

Closing date: 26 November 2018

*INSO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). INSO does not concern itself with information on applicants' bank accounts.*

### Organisation Background

Founded in 2011, the International NGO Safety Organisation (INSO) is a British charity that supports the safety of aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of **free services** including real-time incident tracking, analytical reports, safety related data and mapping, crisis management support, staff orientations and training.

INSO services **help NGOs** with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions.

The Organisation has grown from innovative start-up to become a globally recognised charity and a valuable component of the humanitarian safety coordination system.

Today the Organisation provides daily support to more than 850 NGOs in twelve of the world's most insecure countries and has earned a strong reputation for performance, principles & professionalism.

### INSO South Sudan Country Office

INSO started operations in South Sudan in early 2018. INSO South Sudan is providing free services to more than 100 local and international NGOs in the country, enhance the delivery of aid and preserve the safety of their staff. Specifically, the program provides the NGO community with tailored safety support through 3 main services: Capacity Building (provision of training to aid workers); Information & Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support to crisis and critical incident management). INSO services are envisioned to cover the whole country.

### Job Summary:

We are seeking a qualified and experienced individual to join our country team as a Training Assistant. The post is to be **based in Juba**, with travels (30%) to other regions of South Sudan. This post holder will function as the Training Assistant to the Training Manager for the delivery of all training as directed. The ability to perform oral presentations and interact with all stakeholders, actors ... while maintaining and emphasizing a position of principled political neutrality and operational independence is paramount.

The Training Assistant reports directly to the Training Manager.

### Main responsibilities:

The Training Assistant shall support the Training Manager by:

- Assist the training manager in the planning, budgeting, logistics, administration, and management of the training programme.
- Interface directly with internal support staff and stakeholders on all matters related to administration, logistics, finance, and procurement for training events.



- Manage day to day correspondence, reports, and other documents related to the training program.
- Advertise training courses, compile and organize all trainee applications. Prepare attendance rosters and assist in the planning & preparation for courses under the supervision of the training manager.
- Manage and maintain an inventory of serviceable training supplies, materials, and equipment, including safe storage and accountability.
- Manage and maintain all training records, certificates, and data bases.
- Assist in the preparation, compilation, recording and filing of post-training reports and evaluations with lessons learned and analysis.
- Assist the training manager in the day to day running of the country program and training sessions and provide support to operations where required.
- Assist and or deliver trainings in other languages than English.
- Responsible for procurement of services for training packages and delivery to include: consultants; venues; flights; accommodation; catering and vehicles.
- Responsible for management of all training equipment and aids to include: maintenance, serviceability, safe storage, safe transport, inventory and accountability.
- Any other reasonable duty as requested by line management.
- Work closely with INSO colleagues in the administration of procurement issues, work within INSO finance guidelines, travel and accommodation booking for missions to the field.

### **Mandatory Requirements**

- South Sudanese National
- Excellent working knowledge of English (spoken and written)
- This position requires fluency in two other languages used in South Sudan other than English.
- This position requires Post-Secondary diploma in relevant field from a recognized university/college.
- This position requires proficiency in the use of Microsoft Office.
- This position requires the ability to perform oral presentations in front of large groups.
- Demonstrable experience in administration.
- Exceptional organizational and time management skills; able to work independently.
- Willingness to learn and ability to work in a fast paced, multi-cultural and close-knit team to deliver tangible results on a deadline.
- South Sudan is a hazardous environment, the selected candidate must adhere to all safety precautions and contribute to the security of the team. He must be able to exercise a large degree of common sense and personal discipline.

### **Desirable Characteristics (any of the below):**

- Previous experience as a teacher, trainer, or translator strongly preferred.
- Two or more years of work experience with international organization / NGO or related field.
- Demonstrated understanding of humanitarian principles and practices.
- Deep understanding of the South Sudanese operating environment and its historical context as well as knowledge of Juba and surrounding areas.
- Demonstrated capacity to work with minimal supervision and maintain a high level of engagement.
- International experience.

### **Key Personal Competencies**

- The position requires the holder to be able to undertake tasks at short notice with due regard to the developing events.
- The holder must display a high degree of ethics and with a high sense of responsibility.
- This position requires a degree of flexibility with respect to working hours and duties.





- Ability to excel in a multicultural work environment.
- The position requires the holder to be able to undertake tasking at short notice with due regard to the security environment.
- The position requires the holder to be able to work effectively and efficiently unsupervised. The selected candidate must be able to plan and manage their own time effectively. The holder must exercise a strong work ethic and take responsibility for his/her own actions.

**Terms & Conditions:** Annual contract (renewable, based on performance), salary according to INSO salary grid, 21 working days annual leave per annum, full medical coverage for the employee and up to 4 dependents.

**HOW TO APPLY:**

Interested applicants are requested to send the following to [jobs@ssd.ngosafety.org](mailto:jobs@ssd.ngosafety.org) before **26<sup>th</sup> November 2018** 24h00 local time, and reference "**INSO Training Assistant, Juba**" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO South Sudan (1-page maximum).
- Up to date CV (2 pages maximum).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

**Alternatively, applications in hardcopy can be submitted in a sealed envelope to our office in Juba, Thongpiny Area, off Airport Road, Near Kilimanjaro Hotel, Plot Number 479 block 3K-South, clearly indicating "**INSO Training Assistant, Juba**" on the envelope.**

**Only candidates that strictly stick to the instructions above will be considered.** Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective of gender. INSO is an Equal Opportunity Employer.

**Please no unsolicited emails or phone calls.**

Juba, 06 November 2018


