



Kenya, Somalia, South Sudan, Uganda, Zambia, Djibuti, Ethiopia

## VACANCY ANNOUNCEMENT

Date: 27<sup>th</sup> March 2019

### Background:

Action Africa Help International (AAH-I) is an African-led, regional organization, working in East and Southern Africa to improve the lives of livelihood-challenged communities. It was first conceived and established in South Sudan. AAH-I has Country Programmes in Kenya, Somalia, South Sudan, Uganda, Zambia, Djibuti and Ethiopia. It has 25 years' experience working with communities in conflict and post-conflict situations, including refugees, internally displaced people and host communities.

AAH-I South Sudan is at the moment managing the implementation of UNHCR Logistics component (Warehouse, Workshop, Fleet and Fuel management) since January 2013 in Juba, Yei, Yambio, Wau, Ajuong Thok, Malakal and Maban.

AAH-I South Sudan Programme is therefore seeking to recruit competent South Sudanese nationals to fill the below vacant positions to be based in Maban.

<b>1. Position:</b>	<b>Workshop Manager</b>
<b>Number of Posts:</b>	<b>01</b>
<b>Location:</b>	<b>Maban</b>

### Overall Responsibility

The Mechanical workshop Manager will be responsible for providing leadership of the mechanical workshop to achieve cost effective, accountable and timely repair and maintenance of assets, workshop staff management, management of workshop tools and spare parts and recruitment and training of Apprentice in mechanical skills.

#### A. The Workshop Manager will be responsible to:

- ◆ Supervise, coach, support and lead all mechanical workshops in Maban Operation.
- ◆ Supervise the activities of all the vehicles/equipment maintenance through workshop team leaders / workshop foreman in all location of Maban workshop operation.
- ◆ Organize an efficient and transparent spare parts supply chain and management.
- ◆ Set-up and organize the workshop with clearly defined staff roles, responsibilities and objectives according to workshop activity level.
- ◆ Ensure that the standard workshop and spare part management procedures is properly implemented in all levels as per SOP.



- ◆ Take appropriate actions to improve workshop performance in accordance with expected results and available means / Mobilize external support and expertise if required.
- ◆ Provide client and management a technical advice and solutions to improve the performance of the workshop and contribute to the achievement of goals.
- ◆ Design activity organizational chart / Introduce job description and objectives for workshop staff (clear responsibilities).
- ◆ Ensure that all assets, vehicles and infrastructures are in good condition and secured
- ◆ Keep up-dated Mechanical workshop inventory list for all equipment's and spare parts. Conduct monthly inventory and Quarterly inventory jointly with appointee of the Area Coordinator
- ◆ Contribute actively to the establishment of the operational budget.
- ◆ Engage, per delegation of the management, funds allocated to the workshop / follow-up all local purchases related to workshop management
- ◆ Establish project reporting and information system to collect workshop relevant and transparent information on time/ Make sure that workshop & material management system is in place and utilized correctly
- ◆ Produce and submit to the management Workshop Monthly maintenance and situational Report including relevant analysis.
- ◆ Establish permanent and good working relations, coordination with clients, logistic officer, UNHCR supply unit and other managers.
- ◆ Represent the Mechanical workshop sector in all forums with clients, local administration, and other agencies.
- ◆ Ensure a transparent cost utilization and budget management for funds allocated to the workshop.
- ◆ Produce monthly monitoring reports and contribute actively to the production of contractual narrative and financial reports
- ◆ Produce week and Monthly activity reports for the Mechanical workshop
- ◆ Being a representative of the project for all workshop management aspects toward client, other partners, local administration and missions
- ◆ Plan, Implement and monitor workshop repair and maintenance activities.
- ◆ Organize an efficient and transparent spare parts supply chain and management.
- ◆ Planned service intervals for each vehicle are adhered to and share the plan with UNHCR/AAH-I supply section and the implementing partners for the proper execution and follow up.



- ◆ Ensure that maintenance is carried out timely, with due regard for the safety of all concerned and the operations expected by the client.
- ◆ Ensure that all operating costs connected to the vehicles are correctly and timely budgeted, accounted for and reported appropriately in accordance with project guidelines.
- ◆ Ensure, during repair service, that a log book, updated every journey, is kept in each vehicle and regularly scrutinized for accuracy and legibility. This includes verifying if all service periods are reflected on the log book.
- ◆ Enforce best practice on workshop safety to meet industrial act standard that all workshop staff are provided with appropriate protective clothing and wear it when performing potentially their tasks.
- ◆ Produce monthly repair cost for all assets that are maintained and repaired in the AAHI managed workshop at Maban and submitted to consumer latest 5<sup>th</sup> day of the month.
- ◆ Produce monthly spare part movement report for the workshop and share this report with the Workshop manager Juba and Area Coordinator Maban
- ◆ Oversee Recruitment of workshop staff and training of apprentice under TVET from Host and Refugee communities in the workshop
- ◆ Any other task as directed by management.

**B. About interpersonal skill and team building, the Workshop Manager shall be responsible to:**

- ◆ Take all necessary measures to motivate staffs and build strong team spirit at all levels.
- ◆ Develop and maintain good relationships with all partners and potential donors in the area of operation
- ◆ Participation in preparation of budget for workshop especially on the spare part requirement.

**Qualification:**

- Degree holder of Mechanical/Automotive Engineering from a recognized university;
- Minimum 4 years work experience as a Workshop Manager at a large workshop;
- Valid driving license (DL in heavy commercial vehicles is an added advantage);
- Certificate of good conduct
- Advanced Computer Skill;
- Excellent command of English;

▪ **The Profile:**



- High sense of integrity;
- Ability to work independently, take initiative and make decisions;
- Flexible and proactive;
- Ability to work under pressure;
- Excellent analytical skills;
- Team player with excellent leadership skills

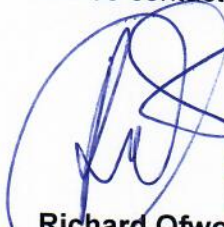
**Competencies:**

- Ensures high quality
- Dependable
- Demonstrates honesty
- Maintains effectiveness
- Show respect for and learns from diversity
- Responds quickly to situations

AAH-I is an equal opportunity employer.

Application letters, Resumes; (indicating telephone number and functional email addresses) and photocopies of documents should be addressed to the HR Manager AAHI South Sudan and send to [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org). Hand delivery applications letters should be deposited in a sealed envelope **AAH-I/UNHCR Logistics Base, Juba (near JIT Super Market)**

Deadline for submission of application is on **17<sup>th</sup> April 2019**; only pre-selected candidates will be contacted for interviews.

  
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