



JOB ADVERTISEMENT

Job Title:	Flight & Cargo Assistant (1 Position)
Location:	Juba Office
Reports to:	Logistic Manager
Posting Date	15 th April 2024
Closing Date	3 rd May 2024



Approved
 SO-H-3
 MDL
 S/Inspector
 15/4/2024

General Programme Description

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose

The Flight and Cargo Assistant is responsible for all UNHAS (WFP) passenger bookings, cargo transport and related activities in Juba, Twic, Kajo Keji, Renk, Ulang and Agok in Abyei Administrative Area. The Assistant is also responsible for booking international flights and works with the Logistics Officer in the preparation of cargo for dispatch.

Main Responsibilities

Cargo Movement (Air, Land & River)

- Responsible for liaising with the Logistics Officer/Storekeeper on all supplies for delivery to the field sites
- Responsible for liaising with the FOM's/Logistics Officers in the field that their priorities for the items they wish to transport are carried out. Ensuring that all cargo is secured, and packed ready for shipping, based on the stock in Juba on transit and that the cargo is secured with the correct coloured tape for each field site, using GOAL tapes.
- Ensure that the packing list/waybill is clear, accurate and complete with all the necessary information for the consignee to check upon arrival and an electronic copy is sent to the LM prior to departure.
- Prepare cargo for dispatch, ensuring items are well packed by the Logistics Officer/Storekeeper with appropriate materials inside to prevent damage, using appropriate packing materials in compliance with the prescribed standard.
- Ensure that cargo is labelled correctly by the Warehouse staff with the label clearly displayed (GOAL Label). The cartons should be numbered corresponding to the box numbers on the packing lists.
- Ensure all air freight cargo is weighed and measured with correct dimensions as required.
- Where free transport is provided (logs Cluster, IoM & Other Agencies) ensure packing lists and stock values are recorded.
- Ensure all goods are delivered to the transporter, or are ready for collection, ensuring that the paperwork is signed by them, and they are provided with a copy of the packing list.
- Ensure that the consignee is notified of delivery dates and times and follow up with the consignee to confirm receipt of cargo.
- Follow up with the transporter regarding goods missing or damaged and liaise with procurement to ensure that penalty clauses are followed and invoked.



- Follow up with on receipt notification from LM on any missing items and liaise with the Warehouse Staff and ensure goods are traced and documented.
- Develop shipping and cargo plans based on information provided by the LM
- Work closely with FOM and Logistics Officers in all field sites and Juba LM , LO & PMs) on good practice, cost efficient and time effective procedures on moving stocks from procurement centers through transit stores and to the final destination through GSS standard routes and methods of transport.

Passenger Bookings:

- Receive approved FRFs and ensure that all relevant information is included and is accurate (Passport number, ID numbers, donor details, routing and dates as per UNHAS booking schedule)
- Confirm receipt of approved FRFs to the requesters to be informed their booking are received and in progress.
- Make bookings with UNHAS or other travel agents as per the received approved FRF (Flight Request Form) from the respective budget holders.
- Update the FTS (Flight Tracking Sheet)
- Share the FTS thrice a week with the users (Monday, Wednesday & Fridays).
- Ensure that all staff traveling have UNHAS tickets and are aware of flight details and requirements (e.g. allowed weight and documentation required)
- Liaise with the Fleet and Base Managers on airport pick-ups and drop offs.
- Prepare Introduction letters for approved non-GOAL staff passengers and submit it to Country Director or designate for approval.
- Communicate any UNHAS flight changes, updates and schedule to the field sites.
- Perform any other duties as assigned by the line manager.
- Attend UNHAS meetings and share minutes with selected staff as appropriate

Other duties

- Produce a weekly report to the LM on Fridays.
- Other duties as assigned from time to time.

Accountability

- Holds self-accountable for making decisions, managing resources efficiently, achieving and performs duties in a manner for other to look up to as a role model.

Collaboration:

- Builds and maintains effective relationships, with colleagues, programme clients and external partners.
- Values diversity; sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to.
- Being assertive when it is required.
- Understands the need for speed in emergencies values the need for speed without compromising the procurement processes.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity





Behaviours

The Flight and Cargo Assistant is expected to act as a representative of GOAL and demonstrate the highest standards of behaviour towards children and vulnerable adults both in private and professional life. S/he must be able to successfully multitask, work to changing priorities, lead by example and be a proactive communicator in this dynamic work environment. He should have the communication and presentation skills required to translate complex rules and regulations to non-technical staff. S/he must be able to manage their workload, maintain high attention to detail and ensure full completion and closure of tasks.

Requirements (Person Specification)

- Qualification: A qualification at Certificate level preferably in the field of logistics.
- Experience in working with Flight booking systems and coordination preferably with WFP flight booking system.
- Good interpersonal skills
- Ability and willingness to travel, live and work in remote locations.
- Strong computer skills in Microsoft packages, including Word, Excel, outlook & internet.
- Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions.
- Strong communication in spoken and written English, including the ability to advise others on flight and cargo matters.
- Ability to work under own initiative.
- Preparing written reports and other documentation in a clear, concise style.

Equal opportunities

GOAL practices and process does not discriminate because of ethnic background, color, age, disability, marital status, religion, or gender and will practice positive gender employment as far as possible. **However female candidates who meet the above job requirements are strongly encouraged to apply.**

Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

General Terms and Conditions

This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document.

How to Apply

Submit your application letter, CV and copies of certificates in a sealed envelope with the position you are applying for indicated on the top left corner of the envelope addressed to: -





The Human Resource department, GOAL Juba Head office. Not later than the application deadline indicated at the top of the advert. Applications will only be accepted in Hard copies delivered at our office located along Kololo Road in Tongping near Sector Four Police Post.

Due to Urgency of the Position; shortlisting will be done on daily basis as applications are submitted and the position may be filled ASAP.

Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.

Only shortlisted Candidates will be contacted

