

Student Internship for Procurement/Logistics Practices and Procedures in IsraAID

Job Title: Intern
Reporting to: Procurement/Logistics Assistant
Location: Juba
Starting date: 15th October to 15th December 2023
Period: 2 months

Opening Date: 21st September 2023
Application deadline: 11th October 2023

50-H-3
Approved by
Inspector of Labour

21/9/23

NH



BACKGROUND

IsraAID is an Israel-based non-governmental organization that was founded in 2001 and has since its inception worked in emergency and long-term development settings in over 55 countries. IsraAID's mission is to support people affected by humanitarian crises by partnering with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters.

We are therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join our South Sudan Program as a ~~Procurement/Logistics Intern~~ to be based in Juba.

Key Responsibilities of the Student Intern's Activities during the training:

- Familiarization with office setting/work/operations.
- Assisting in some designated clerical works such filling in of bid opening minutes, bill cards etc
- Filling and labeling of files in accordance with the Supervisor's directives.
- Assisting in price quotations collections.
- Verifying receipt of goods & issuing and other warehouse related tasks as shall be assigned by the supervisor.
- Assist in compiling vehicle fuel orders & delivery invoices.
- Coordinating with other departments on tasks that may need his assistance.
- Any other tasks that can be assigned by the Supervisor from time to time.

Student Intern's training venue.

The Department of the Procurement / Logistics in liaison with Operations/Finance department, IsraAID Juba office.

Training Methodology.

1. Theory from the Supervisor on Office procedures and procurement and logistics policies and procedures for IsraAID.
2. Desk study of the IsraAID procurement and logistics policies and procedures.
3. Practical of conducting the above tasks listed in section 2 above.





Accountabilities and responsibilities.

The Student Intern will be accountable to and under the supervision of The Logistics & Procurement Assistant, IsraAID Juba Office.

Duration.

The Student Intern will carry out his/her internship with IsraAID for a period of two (2) months starting 15th October to 15th December 2023.

Estimated Cost/Budget:

There shall be no Cost involved in this training of the Internee, he/she will be responsible for all costs/risks involved during this training.

REQUIRED EXPERIENCE

To apply for this position, please send your CV (Max 2 Pages) to ssdhr@israaid.org

Please note that CVs longer than 2 pages will not be considered

Note: Please indicate the title of the position you are applying for

We regret to report that only shortlisted candidates will be notified

