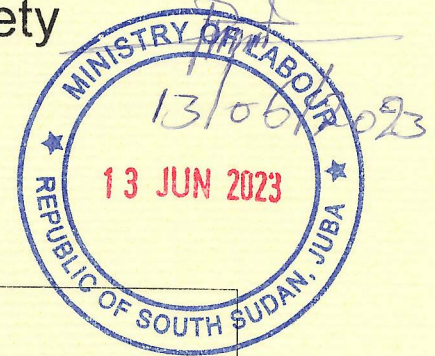


Windle Trust International

Education transforms society

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JOB OPPORTUNITY

JOB TITLE:	LOGISTICS & ADMIN ASSISTANT
LOCATION:	Ibba Girls Boarding School-WES
LINE MANAGER:	Logistics & Procurement Manager
Partnerships	Logistics & Admin Officer, Procurement Officer, and Finance Officers
APPLICATION DEADLINE	June 30, 2023, 12:00 PM CAT

INTRODUCTION

WTI is an international NGO that challenges poverty and inequality by expanding access to, and improving the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in the Eastern and Horn of Africa. Our vision is A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good. WTI challenges poverty and inequality by expanding access to, and improving the quality of, education and training for communities affected by conflict, displacement, neglect, or discrimination in Eastern and Horn of Africa. WTI has been operational in South Sudan since 2006 but supported hundreds of South Sudanese refugees through undergraduate and postgraduate scholarships. Besides its scholarship program, WTI is lead education partner in the humanitarian and development sector. WTI implements teacher training, intensive English courses and infrastructure improvements in schools and communities. We are therefore recruiting Logistics & Admin Assistant to support our mission.

Job Title: Logistics & Admin Assistant

Job purpose: To manage the logistical and administrative functions of WTI- Ibba Girls School including local and international procurement, equipment maintenance, asset management, administration, and IT support, in line with relevant WTI practices, procedures and policies.



Key Accountabilities

1- Administration and Logistics Responsibilities

- Maintenance of office Classrooms, Dormitories and Teachers' Quarters, Furniture and water points to ensure no interruption due to failure of any of the mentioned items.
- Regularly check on all Classrooms, Dormitories, washrooms, offices, internet equipment, water tapes, Toilets siphons, water pump, electric equipment and Electricity and furniture and ensure these are in good serviceable and functional condition at all times and properly used and report any malfunction.
- Ensure that the IGBS Staff, Assets and Guests are always kept secure, by managing and scheduling the guard's swift timetable and ensuring that appropriate security measures are in place and functioning, and overseeing arrangements for managing keys and locking up of Doors.
- Support the Head Teacher to coordinate logistics activities required to support new staff, Interns and Volunteers, ensuring they are settled in the office. Organize hospitality during their arrival.
- To oversee all flight bookings for staff/visitors/cargo for the IGBS and ensure that it is done promptly and efficiently, and that staff are informed accordingly.
- Preparing payment for office leasing, security and cleaning invoices including the Internet.

2- Staff Management responsibilities.

- Communicating to the Dormitory Matrons, cleaners, Grounds Men and guards a clear and exciting vision for the work of IGBS and for the role they play in the delivery of good services.
- Ensuring that each team member fully understands the outcomes that are expected of them and that they are aware of the relevant operating policies and procedures.
- Ensuring the work is planned and organized in a way, which will meet the needs of School partners in the most effective manner possible.
- Monitoring and reviewing performance and in particular holding staff accountable for meeting the success criteria and delivering any improvement goals, which have been identified, taking decisive action in the case of poor performance.
- Do/perform other assignments reasonably associated with but not listed in the job description as and when assigned by the Supervisor. When necessary, support preparation of purchase requisitions is contacted for assessments.

3- Procurement

- Maintain adequate documentary evidence as required by WTI's procedures and policies and donor regulations.
- Carry out quotations and tenders as required according to WTI's procedures and guidance to ascertain best value for money in order to select the most effective suppliers.
- To carry out procurement of supplies and services as authorized by the budget holder following WTI's procedures and policies. Any deviation from standard procedure must be authorized by Country Director in consultation with the Logistics & Procurement Manager.
- Maintain supplier list both for routine and emergency supplies and conduct regular market survey and keep the record for preparing future budgets.



4- Store Management and responsibilities

- Management of the IGBS store including receipt, storage layout and issuance of office, food and other Supplies stocks and ensuring an accurate record of all such stock movement.
- Ensuring that Stock released only on the strength of duly approved stores' requisition documentation and updating the store bin card accordingly.
- Maintain orderly and safe filing of all store documentation.
- Receive goods delivered by suppliers/send by the Juba office are the correct goods that is delivered/received with accurate supporting documentation.
- Ensure the Store management is in accordance with policies and procedures and ensure records are correct, updated and produce the monthly report. This applies also to fuel management.
- Keep copies of all goods receive notes, store requisition forms, transfer, and waybills.
- Inform procurement staff of the arrival of goods and store them safely until it is used for the intended purpose.
- Ensuring that goods and assets are delivered according to specification.
- Ensuring all stores are highly secured and well maintained, with up-to-date store cards, well-documented and filed waybills for the movement of goods in and out of the stores, and a clear point person in charge.
- Constantly undertake periodic spot-checks/ verifications of the store to oversee periodic stock and asset level reviews.
- Implement WTI procedures for recording/documenting assets and other goods received.

5- Fleet Management vehicles and generators.

- Ensure that IGBS office vehicles, motorcycles and generators are fully serviced and mechanically sound, equipped with all necessary breakdown and safety equipment.

- Co-ordinate with Procurement & Logistics Manager to ensure that vehicles & motorcycle insurance renewals are made on time and that all other legally required paperwork (e.g., driver licenses) is in place.
- In collaboration with the Procurement and Logistics manager, supervise the drivers to ensure that they are carrying out their work fully and have a good level of team spirit and motivation.
- Ensuring all vehicles and motorcycles always have relevant paperwork, are functional and every maintenance work is documented in detail and monitored over time, to ensure value for money.
- Manage the Generator to ensure a reliable power supply for the office, including training the team on correct procedures for turning it on and off, ensuring routine maintenance, and a reliable supply of fuel.
- Ensure all divers/riders receive regular support and training in the maintenance of organization vehicles, trip reports from the vehicle logbooks are analyzed and reports are submitted monthly to ensure proper use and advice on the cost-effectiveness of the vehicles.
- Ensure monthly vehicles expenditure report, monthly fuel report and generator maintenance are done and submitted on a monthly basis to the Procurement & Logistics manager.
- Supervises the use of the generator and the solar system in the School as agreed with the supervisor.
- Ensuring the country office fleet is off the road and always parked in a safe and secure place after working hours and no travels concluded after 6:00 pm South Sudan time.

5. **Security and Cleaning Services Coordination**

- Supervise and manage the team to ensure that routine cleaning and maintenance of the office are made in a timely manner.
- Supervise the cleaners' activities in offices and guesthouses, ensuring they are clean, safe, secure, and functional always for all staff, and that the use of these properties is in accordance with policies and procedures of the country office.

1. **Other Duties**

- Help with other work when required.
- Promote good communication and sharing of information.

Person Specification



- Bachelor of supply chain management, Business Administration or equivalent from reputable institution.
- Two or more years' experience in office operations.
- Knowledge of logistics and administrative processes, systems, policies, and procedures is preferred.
- Basic understanding of Microsoft Office products (e.g., Word, PowerPoint, Excel, and Teams)
- Strong interpersonal and written communication skills.
- Ability to build meaningful relationships with members of the team.
- Prioritize tasks and responsibilities.
- Intuitiveness and an ability to identify and solve complex problems.

THIS POSITION IS FOR SOUTH SUDANESE NATIONALS ONLY.



Qualified women are strongly encouraged to apply.

Submit your CV, letter of motivation and certified copies of academic documents and National ID electronically to Jobs@windle.org.uk and copy Tom@windle.org.uk, William@windle.org.uk WTI reserves the right to fill the vacancies before the deadline to meet the urgent need by sorting applications on a rolling basis.

Windle Trust International has zero tolerance on all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

Windle Trust International does not charge any fee at every stage of recruitment.
NB:

Only shortlisted candidates will be contacted.

