

Job Position: Transport & Facility Officer

Date of publication: 8TH July 2019

Number of Positions Available: 01

Weekly hours: 40

Deadline for applications: 26th July 2019

Place of work: Juba

Job Purpose

Under the direct supervision of the Logistics Coordinator based in Juba, you will be in charge of the daily management of transport including flight bookings, coordination of vehicle movement and management with support from the senior driver, administrative duties related to the management and coordination of HI facilities/ compounds.

You will ensure the smooth material running of all HI compounds and the correct management of its goods and assets¹, in compliance with HI/Programme/donors' procurement policies, the association's rules on goods and assets management, and in such a way as to ensure the security of its human and material resources. You will report to the Logistics Coordinator

Main internal interfaces

- Logistics Coordinator
- Procurement Officer
- Security Officer
- Country Director
- Admin Coordinator
- Project Managers
- Other HI employees in Juba

Main external interfaces

- Visitors (HQ missions)
- Vendors
- Government authorities
- Other NGOs & UN partners

Fleet management

Vehicle Daily and Weekly Planning

- Take in charge internal request
- Ensure filling and daily updating of the vehicle movement board.
- Refer to the Log coordinator and the program managers in case of problem
- Receive movement's requests for staff and ensure that all movements are managed as best as possible with the vehicles and drivers available.
- Ensure that the daily movement board is up to date throughout the day
- Each evening verify all flights for the following day for the Logistics Coordinator and ensure that vehicles and drivers are available at the correct time

Vehicle Log Book

- Manage the Vehicle Logbook files for each vehicle
- Ensure that the following sheets are used and logged on a weekly basis
 - Daily Movement Sheet
 - Daily Check List
 - Weekly Check List
 - Consumables added to each vehicle
 - Lubricants added to each vehicle
- Complete the Individual Vehicle Monthly Analysis sheet for each vehicle and provide the analysis to the Logistics Coordinator along with recommendations on a monthly basis.

Driver Management

- Develop and manage the driver timetable, using the one driver, one vehicle policy were possible

- With the Head Driver manage the drivers, including HI South Sudan disciplinary measures.
- Ensure all drivers have been trained on, understand and have signed the HI Driver policy.
- Ensure that all drivers and HI vehicles users have valid and up-to-date driving licenses.
- Ensure that an evaluation system for drivers is in place and is monitored quarterly. This evaluation should include vehicle maintenance costs, accidents and upkeep of the vehicle. It should also include any training requirements to ensure drivers meet HI standards.

Spare Parts

- Generate all PSR's for all vehicle spare parts and generator spare parts required, and include seasonal supply chain constraints in the planning of this procurement.
- Regularly follow up with the Procurement Officer over the status of the PSRs generated, reporting any delays to the Logistics Coordinator.
- Ensure that sufficient stock is available for all scheduled maintenance and expected repairs.
- Provide technical assistance to the warehouse manager to ensure spare parts are being properly stored in the warehouse.
- Ensure that spare parts fitted to HI vehicles are genuine and the costs are within both market rates.

Fuel Management

- Generate all fuel PSR's, for vehicles and generators, and include seasonal supply chain constraints, when planning fuel procurement.
- Regularly follow up with the Procurement Officer over the status of the PSRs generated, reporting any delays to the Logistics Coordinator.
- Implementation and management of JI Standard Fuel Management System.

Vehicle & Generator Maintenance

- Develop and Manage a Preventative Maintenance Schedule for all HI vehicles
- Develop and Manage a Preventative Maintenance Schedule for all HI Generators
- Ensure that the vehicles are safe and fit to drive
- Ensure each vehicle has the standard movement kits
- Report any problems which require an external technician to the Logistics Coordinator

Mechanical Works

- Work with the mechanics to ensure that all vehicle repairs and maintenance (as per the vehicle preventative maintenance schedule) in a timely fashion
- Work with the mechanics to ensure that all unforeseen repairs on vehicles are identified and fixed promptly
- Ensure all spare parts, consumables and lubricants are registered on the relevant section of the vehicle logbook and included in the Individual Vehicle Monthly Analysis sheets.
- To follow up and ensure regular servicing of all field based generators

Insurance

- With the support of the Logistics Coordinator, ensure that all vehicles have relevant insurance cover
- With the support of the Logistics Coordinator, ensure that annual insurance policies are evaluated and paid for on time.
- With the support of the Logistics Coordinator, ensure that all vehicles have their registration license/ Logbooks renewed on a timely manner including fire extinguisher certification
- In case of accidents follow up necessary procedures (insurance company, traffic police, lawyer, reporting, visiting scene, etc

File Management

- Maintain all folders in an orderly fashion ensuring each vehicle has a dedicated folder with all required documents
- Vehicle Log Books which includes:
- Individual Vehicle Monthly Analysis Sheets
- Signed Driver Policies
- Vehicle Registration Documentation

Vehicle Insurance documentation

Facility Management

Compound Resource and Repairs Management

- Management of Compound/ office Drinking Water to ensure it does not run out
- Management of Compound pipe bourn Water to ensure it does not run out
- Manage the generator timetable implementation by the generator attendant
- Ensure all repairs requirements reported are attended to in a timely manner and are cost effective
- Ensure that there is a stock of items available for all standard compound repairs

Flights Coordinator

- Responsible for booking, follow up and coordination of all flights both international and domestic (UNHAS, MAF etc)
- Responsible for the coordination of all airport pickup and drop-off as and when required
- Coordinate accommodation preparation for all staff traveling to South Sudan. This includes international and national visitors
- Coordinate with finance and ensure all payments requirements for flight bookings both advance payments and payments after service
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- **Security**
- Follow the respect of security regulation and refers to the Log coordinator and Program managers in case of any problem.
- Follow the security context and refers to the Log coordinator in case of potential problems.

Other

It is a non-exhaustive list and your job description can be updated during your employment by HI.

Flexibility is highly required in job of Procurement Officer. The Procurement Officer must be flexible to follow any instruction issued by HI..

Knowledge required

- Good level on IT skills (Excel + Word)
- Post-Secondary Qualification in Management, Finance and/or Accounting
- IT/office automation
- General principles of car mechanics
- Functioning of telecommunications equipment
- Stock management principles
- Logistics issues relative to humanitarian work and developing countries, donor rules and procedures

Skills and experience required

- At least 2 years' experience as Logistician with primary focus on fleet management including facility management
- Experience working with multicultural and pluri-disciplinary teams
- Fluent English / Arabic knowledge
- Team worker

Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of Humanity and Inclusion, all staff is required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort

HOW TO APPLY

Qualified candidates are invited to submit their applications (CV and Cover letter- clearly state the address, contact information and position applied for) before 5:00 PM on 26th July 2019 through email or physically to:

HR/Admin Department,
Humanity & Inclusion
Plot No 223; Block 3K South, Airport Ministry Road, Tomping,
South Sudan – Juba
Email to: recruitment@southsudan.hi.org.

Name of the position applied for must be written on the email subject or on the envelope

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Federation HI will not be held responsible for the loss of such documents.

Due to the expected volume of applicants, only shortlisted candidates will be contacted. If you have not heard from the employer in two weeks from the closure date of this Vacancy Notice please consider your application as unsuccessful.

Humanity & Inclusion is a leader in disability inclusion and particularly welcomes applications from female and male qualified candidates with disabilities. Please feel free to indicate in the application if you have a disability. You don't have to disclose the nature of disability.

Thank you