

VA released date: November 1<sup>st</sup>, 2019

## Vacancy announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a young motivated candidate to fill the position of **Assistant Logistics/Driver** to be based in Juba Coordination, under the supervision of the Logistics Officer

<b>Job Title</b>	<b>: Assistant Logistics/Driver (National Position).</b>
<b>Job Location</b>	<b>: Juba</b>
<b>Report to</b>	<b>: Logistics Officer</b>
<b>No. of Position</b>	<b>: One (1)</b>
<b>Starting date</b>	<b>: As soon as possible</b>
<b>Deadline</b>	<b>: 15<sup>th</sup> November 2019</b>

### Overall Responsibility:

The Logistics Assistant/Driver is responsible for facilitating the logistics aspects of Malteser International' logistic operation. Working closely with program, administration and finance. Logistics Assistant/Driver is instrumental in supporting program activities through his/her services.

The Logistics Assistant/Driver will provide safe, transport services for Malteser International program and support staff in Juba office. The Assistant Logistics/ Driver will adhere to all traffic and Malteser International safety rules and follow the transport guidelines required by the Malteser International logistics department. In addition to these duties, the driver manages the safety of all assigned vehicles and motorbikes and keeps proper records of vehicles and motorbike related documentation.

### Essential job functions as Assistant Logistics:

- ✓ Daily coordination of Malteser International logistics activities.
- ✓ Has a full understanding of Malteser International logistics policies, procedures and documents. Assists, as needed in training of project staff on these policies and procedures.
- ✓ Assists staff as needed on creating clear and understandable Procurement Request Forms and other procurement documentation.
- ✓ Interact with suppliers and service providers in coordination with the Logistics Officer.



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- ✓ Prepare the required documentation of supplies and services and transactions are completed to Malteser International policies and procedures.
- ✓ Assist the Logistics Officer and Juba office staff with logistics activities, as required.
- ✓ Act as custodian and controller for all the items in Malteser International store in Juba office.
- ✓ Ensure that the incoming supplies are in line with the order in terms of quality and quantity.
- ✓ Ensure that the required forms for stock management are filled.
- ✓ Ensure appropriate packing and loading of materials for dispatch and supervise material loading and unloading.
- ✓ Coordinates shipments to and from Juba office and maintain waybills, good receive notes and packing lists.
- ✓ Ensure that assets are recorded, the inventory list is up to date and that assets are well maintained and stored.
- ✓ Produce detailed monthly logistics report and share with the Logistics Officer.
- ✓ Ensure that the IT requirements of the Juba office are met, that IT equipment is maintained, that repairs are carried out in an effective manner.
- ✓ Implement the IT policy and ensure regular data backup from all departments in Juba office.
- ✓ Comply with all Malteser International policies and procedures with respect to health and safety, security, Code of Conduct and Whistleblowing Guidelines.
- ✓ The Logistics Assistant will conduct himself/herself both professionally and personally in such a manner as to bring credit to Malteser International and to not jeopardize its humanitarian mission.
- ✓ Other duties as assigned.

#### **Essential Job functions as a Driver**

- ✓ General management of Malteser International vehicles and motorbikes in co-operation with the logistics officer.
- ✓ Ensure that all vehicles are safe and road-worthy.
- ✓ Collecting and distributing of vehicle log-sheets to drivers; responsible for monthly compilation and submission of log-sheets.
- ✓ Schedule vehicle use to meet programmatic and operational needs.
- ✓ Maintain vehicle board daily.
- ✓ Oversee and ensure proper use of the vehicles.
- ✓ Oversee fuel consumption purchase and tracking including coordination with fuel station(s).
- ✓ Organize cleaning of vehicles.
- ✓ Organize regular service schedules for vehicles. Maintain service schedule files.





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- ✓ Ensure major repairs are done in a timely manner.
- ✓ Collect and submit vehicle related receipts to the logistics officer.
- ✓ Ensure security measures for vehicles such as parking, storage of keys, emergency supplies, etc.
- ✓ Ensure that security incident reports are completed and filed (if related to vehicles).
- ✓ Ensure that accident reports are completed and filed.
- ✓ Other duties as assigned

#### Qualifications:

- ✚ Completion of Secondary School Education.
- ✚ Certificate or Diploma in procurement and Logistics management.
- ✚ A valid South Sudanese driving license and certificate in driving.
- ✚ Certificate in Mechanics can be an added advantage.
- ✚ Fluent in both English and Arabic language.
- ✚ Minimum of 2 to 3 years of experience in both Logistics management and Driving.
- ✚ Working experience in the Green belt region for NGOs would be an asset.
- ✚ Ability to work in a team.
- ✚ Excellent written and spoken English; local Arabic would be an added advantage.

#### How to apply:

- ✚ Qualified South Sudanese National who met the above requirements can submit their applications by email addressed to; [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org)
- ✚ Hard copies of application, CV, copies of your scan relevant certificates and documents, your salary expectation with three professional references can be delivered to:  
**Malteser International - Juba Coordination Office;**  
**Kololo Road Block 445 Tong ping, Juba.**
- ✚ Please indicate the job title in the email subject line.
- ✚ The deadline for application is on **15<sup>th</sup> November 2019 at 5:30 p.m.**
- ✚ No phone calls.
- ✚ Only short-listed candidates will be notified for personal interview.

