



SO-H-3
 Approved by Senior Inspector,
 M/L IRCSSTI
 18/04/2024



Administration & HR
 HR-N2
 Version 01/2022

JOB DESCRIPTION

Position	Asset & ICT Assistant	Publication Date	18/04/2024
Reference of the offer	Full time	Ending Date	08/05/2024
Location	Juba	Starting Date	13/05/2024
Duration	6 Months	Extension	Subject to funding & performance
Number of vacancy	1	Type of contract	Fixed term

About Acted

Since 1993, as an international non-governmental organization, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer-term opportunities for sustainable growth and fulfilling people's potential. Acted endeavors to respond to humanitarian crisis and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: Acted mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, and 450 international staff, Acted is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.Acted.org

In South Sudan, Acted has intervened since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile, and Greater Equatoria regions on the following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR, and Climate Change.

Context of the position and key challenges

JOB PURPOSE

Under the direct supervision of the Logistics Manager/Country Logistics Manager, the Asset assistant will be responsible for Motorized, ICT assets management in line with Logistics standards and procedures.

The incumbent will interact directly with all departments, FLATS and programs, as well as some external relationship with service providers under the direct supervision of the Logistics Manager.

The role shall also involve occasional travel to field locations.

Key roles and responsibilities

➤ **Assets Management**

- Regular physical inventory to assess the physical state of assets
- Ensure tracking, allocation, and documentation of all assets as well as updating and archiving of documentation both hard copies and soft copies on server
- Follow up on asset repair requests
- Maintain an up-to-date monthly asset follow-up with all details;
- Investigate and document any loss or damage.
- Support monthly and random asset inventories to check the monthly asset follow-up reliability, and take any corrective action needed;
- Contribute to regular staff training and refreshers (right use of assets etc.);
- Support the process of assets disposal as per Acted and donors' guidelines;

➤ **Management of IT, Internet & Communication.**

- Server administration
- Password management



- Provide user support on Acted online platforms (MS Office365, MS SharePoint, Archive 2.0)
- Submitting tickets to Acted IT Help Desk
- Ensuring a continuously well-functioning internet
- Management of cellphone sim cards

Required qualifications and skills expertise

- Post secondary school diploma;
- Proven training in ICT;
- Proven working experience in logistics, preferably for INGO;
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Conditions

- Technical IT skills;
- Effective Communication skills
- etc
- Ability to work effectively in a multi-cultural team

How to apply

Applications Should be addressed to Admin-HR Manager, Acted, Juba-South Sudan and submitted in **English either in email to ssd.recruitment@Acted.org or hand delivered** in sealed envelopes to the Acted Office in Juba located at plot No 137, block No AXII, Hai Malakal. The deadline for this advert is tied to 08th May 2023 by 4pm.

Please, Attach a CV with 3 referees, Cover letter, copies of qualification documents and Nationality card. Those applying on email should indicate '**Assets Assistant**' on the subject line.

