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Approved  
13-01-2022



## **VACANCY ANNOUNCEMENT**

**Position:** Logistics Assistant  
**Reports to:** Operations Manager  
**Duty Station:** Juba (with travel to other areas in South Sudan)  
**Start Date:** As soon as possible

**INSO does not charge fees of any kind at any stage of the recruitment process (i.e., during the application process, interview meeting or training), and will not ask for employee information or bank account details, until a contract has been signed.**

**Please note that Incomplete applications and those not respecting the application process procedures as indicated in "How to Apply" will be automatically discarded.**

### **Organization Background**

The International NGO Safety Organisation (INSO) is an international charity that supports the safety of aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services including real-time incident tracking, analytical reports, safety related data and mapping, crisis management support, staff orientations and training.

INSO services help NGOs with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions.

The strong focus on humanitarian principles and exclusive NGO-only membership criteria have meant that INSO is now accepted as a standard component of modern humanitarian response offering independent frontline reporting and coordination services that save lives, strengthen operational practice, and enable humanitarian access.

Today the organisation provides daily support to more than 1,000 NGOs in 18 of the world's most insecure countries and has earned a strong reputation for performance, principles & professionalism

### **INSO South Sudan**

INSO South Sudan launched operations in 2018 and currently assists 236 NGO partners in South Sudan. The programme provides the NGO community with tailored safety support through three main services: Capacity Building (provision of training to humanitarian workers); Information and Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support during crisis and critical incident management).

### **Job Summary**

Reporting to the Operations Manager, Logistics Assistant will provide support to the Logistics and Administration related tasks and adhere to INSO Policies and procedures. She/he will work closely with the logistics officer and HR Officer in Juba.



## Major Responsibilities

### 1. Travel Arrangements

- Facilitating visas obtention for INSO staff and other visitors visiting INSO Offices.
- Organize cargo transport from/to field locations.
- Arranging Airport Transfers for staff visiting and those departing.
- Organizing accommodation bookings when required for staff local travel

### 2. Procurement

- Obtain pricing information and ensure quotations meet required standards.
- Ensure goods delivered meet agreed specifications.
- Ensure procurement of goods and services is done following value for money principle.

### 3. Vehicle Fleet Management

- Ensure planning of vehicle utilization in Juba.
- Ensure drivers follow the regulations (safety and security, movement planning, ...)
- Ensure vehicles are in good working condition- safety belts, fire extinguishers, first aid kit

### 4. Goods and Stock Management

- Stock taking of consumables and provide monthly reports.
- Issue staff with consumables as and when required
- Manage the store and ensure its security.
- Manage the fuel consumption (generators and vehicles)

### 5. Office & Guest House maintenance

- Ensure office and Guest house premises and its equipment are in good shape and properly maintained (cleaning, fire extinguishers, plumbing, electricity, minor works).
- Follows up the consumption of utilities, consumables & office supplies and immediately flagging to the Operations Manager any issues or areas that need to be addressed.

### 6. Assets Follow up

- Support the Physical Asset Verification.

### 7. Others

- Fully Comply with INSO Policies and Procedures.
- Observe and maintain confidentiality and safety of any documentation or procedures as outlined by INSO.
- Support other admin-related work that relates to INSO operations as requested by his/her hierarchical supervisor.

## Mandatory Requirements

- South Sudanese National
- Bachelor's degree in business administration/logistics and procurement, HR/Finance educational or relevant working experience (min 2 years) in the role with a minimum of a diploma.
- 2 Years' practical Experience working in logistics management, procurement, administration, asset management, fleet management.
- Previous work experience with NGOs would be a strong asset.
- Computer literate (good knowledge of use of MS Office 365 package).
- Fluent in English (spoken and written).

Please demonstrate by concrete examples how you meet the above requirements in your application submission.



## Preferred Characteristics

- Previous exposure to Field work in Humanitarian setting
- Organized and structured personality

## Key personal Competences

- Strong Communication, interpersonal and coordination skills
- Attention to details
- Honesty and integrity. The holder must exercise a strong work ethic and take responsibility for his/her own actions.
- Ability to work under pressure.
- Ability to work in a multi-cultural environment
- Capacity to plan and manage your own time effectively.
- Ability and eagerness to learn.
- Capacity to work effectively and efficiently with minimum supervision.
- Flexibility with respect to working hours and tasks.
- Teamwork



**Terms and Conditions:** *Renewable Six months Contract (probation period during the first three months), salary according to INSO salary grid, 21 working days annual leave and, medical coverage for the employee and up to 4 dependents.*

## INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process. As such, the following safe recruitment practices will be applied:

- All offers of employment will be conditional on receiving at least two satisfactory professional references.
- INSO will ask candidates about significant gaps in employment history or frequent changes of employer and address.
- All essential qualifications and relevant professional accreditations and memberships will be verified.
- The successful candidate will be required to provide a valid proof of identity (ID card).
- All new hires will receive an orientation in INSO's safeguarding policy and procedures and associated documents (Code of Conduct, Whistleblowing etc.).
- All new hires will be required to sign and abide by the Code of Conduct as a condition of employment.

## How to Apply

Interested applicants are requested to send the following to [jobs@ssd.ngosafety.org](mailto:jobs@ssd.ngosafety.org) by close of business on **02 February 2022**, with reference "**INSO LOG Asst**" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying, and what you hope to bring to INSO South Sudan (**1-page maximum**).
- Up-to-date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably work-related and from previous line managers).

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) with the initial application.



Alternatively, applications in hardcopy can be submitted in a sealed envelope to our Juba office in Thongpiny, Florian Road (off Airport Road, near Kilimanjaro Apartments), **Plot No.479 Block 3k-South**, clearly indicating "**INSO Logistics Assistant**" on the envelope.

**Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted.**

Juba, 13 February 2022

On behalf of INSO South Sudan



A handwritten signature in blue ink, appearing to read "M. Oyugi".

**Martin Oyugi**  
Finance Manager

