

MAG South Sudan  
Plot No. 1 Block E, 1<sup>st</sup> Class Area  
Jondoki Kamiru,  
Bilpham Road, Adjacent to Ezentus  
Juba, South Sudan

**TEMPORARY POSITION 90 CALENDAR DAYS FROM THE START OF CONTRACT**  
**ADVERTISEMENT- ASSET MANAGEMENT ASSISTANT**  
**Open to South Sudanese Nationals Only**

**Employer:** Mines Advisory Group (MAG)  
**Department:** Logistics  
**Reporting to:** Head of Support Services  
**Base Location:** Juba, South Sudan  
**Working Area:** South Sudan

**MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity.** People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

**MAG's mission is to save lives and build safer futures.** We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG is looking for qualified Assets Management Assistant. The postholder's location will be based on programme need. It is expected that the postholder will be based in Juba with very regular travel to field locations. This position post holder will work in conjunction with the Asset/Inventory Support Manager.

**Principal Responsibilities**

**Asset management/Equipment management**

- Carry weekly and monthly stock checks, both planned and spot checks
- Ensure assets and correctly moved between teams and to the log base
- Report on monthly equipment movements.
- Linking with the operational teams to ensure equipment for repair are returned to the Ops base, repaired and returned to the operational team without affecting the optional picture.
- Perform the efficient barcoding, tagging, labelling and arrangement for all MAG assets.

**Additional duties**

- Carry out all warehouse management activities as per Standard Operating procedures and workflows relating to Warehouse and supply chain processes.
- Maintain properly updated Stock and Bin cards, with minimum re-order levels to ascertain adequate supplies levels to meet the demand of field operations.
- Issue approved requests for equipment/items/supplies to operational teams based on the individual standard equipment requirement.
- Review and Maintain the Return/Replace/Repair Requests (RRR) system with the operational team leaders to mitigate delays in operational team deployment.

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.  
MAG is co-laureate of the 1997 Nobel Peace Prize.  
Charity No.1083008. A company registered in England and Wales No 4016409.



- Ensure general stock management requirements is taken into consideration; ventilation, temperature controls, warehouse arrangement of materials, stacking, racking, binning, and hygiene needs are in place.
- Prepare justified list of missing and/or damaged items that need replacement to the logistics office and update Logistics and Fleet Manager
- Assist in maintaining an accurate and quality assets and inventory database by conduct regular updates to ensure the accuracy of the records prepare reports for anomalies and discrepancies. Repair requests and Damage statistics.
- Carry out any other duties deemed relevant by the line manager or supervisor for the achievement of MAG's operational goals

**All staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

**Essential Experience**

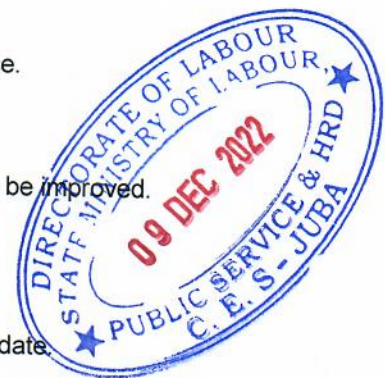
- Experience in logistics and assets management

**Essential Skills and Knowledge**

- Ability to develop and maintain clear record-keeping systems
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel).
- The ability to communicate with clarity and credibility on paper and face-to-face.
- Verbal and written English language skills.

**Essential Aptitude**

- Innovative and proactive with a problem-solving approach where systems can be improved.
- Determined and committed to the highest quality standards.
- Ability to establish and maintain effective working relationships at all levels
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Interest in and commitment to MAG's humanitarian and capacity-building mandate.
- Self-motivated, flexible and enthusiastic approach to work.



**Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.**





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As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing)**, if you have any concerns in this area these should be reported to the County Director.

#### HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

**MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; [recruitmentss@maginternational.org](mailto:recruitmentss@maginternational.org) by 21<sup>st</sup> December 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba.**

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

**NOTE:** Do not attach original certificates. MAG will not return application documents to applicants.

***Women and men are both encouraged to apply. MAG is an equal opportunity employer.***

