

## JOB VACANCY

### CASUAL LOGISTICS ASSISTANT

(For South Sudanese Nationals Only)

Job Title: **Casual Logistics Assistant**

Location: **Juba Office**

Application Deadline: **28th July 2022**

Start Date: **ASAP**



#### **PAH in South Sudan:**

PAH has been working in South Sudan since 2006 as one of the first NGOs established in Jonglei State. We are a small team of committed individuals aiming at delivering tangible and sustainable change in the largest, most populous and most conflicted state of South Sudan. We are needs- and community based, hence aside drilling and repairing boreholes, developing accompanying O&M structures and innovative approaches to sanitation and hygiene promotion, we have also been developing our emergency response capacity. Our Emergency Response Team (ERT) mainly reacts to WASH and NFI needs of populations affected by conflicts and natural disasters, which have been on the increase for the past three years. Thanks to the expertise gathered over the years, we were also appointed to lead WASH Cluster in the state: we coordinate WASH emergency response with partners and hence make sure all vulnerable communities are served at the time of crisis.

#### **Job Overview**

This position will ensure that PAH staff and materials movement needs are effectively and efficiently met while complying with donor, country and PAH requirements.

#### **Responsibilities.**

- Fleet management.

Maintain a schedule for PAH fleet services and repairs in accordance to PAH procedures and manufacturers recommendations to ensure that the fleet is kept operational.

Work with drivers to ensure that services and repairs of PAH fleet are documented in a Job card and signed off by the service provider and the driver of the vehicle.

Maintain and monitor expiration of vehicles registration document and process for renewal on time to ensure that all vehicles and motorbikes have valid documents

Ensure that drivers carry out daily vehicle checks and report submitted to the fleet and transport officer weekly every Monday of the week.

Ensure that vehicles are insured under comprehensive class, and in case of accident, the insurer is informed within 48 hours and subsequent claims filed.



Request for installation and renewal of tracker to vehicles and monitor movement of cars and fuel usage on the same.

Ensure that vehicles are filled with fuel at all times, the minimum fuel level in both tanks is 60ltrs.

Ensure that vehicles are cleaned at all times safe for passenger travelling.

- Transport Management.

Ensure that PAH staff and materials transport needs are met within reasonable time and in the most cost-effective manner.

Do bookings for domestic flights with UNHAS and other commercial flights as may be recommended by the logistics coordinator.

Prepare and request for cargo shipment by the logistics cluster

Process for vehicle and cargo movement clearances from RRC and JVMM

- Reporting

Assist the logistics coordinator in preparation of monthly fleet and maintenance reports e Prepare monthly fuel consumption reports

- Supervision.

Closely monitor filling of log sheets by drivers to ensure that they are correctly and accurately filled and submitted on time.

Assign vehicles and accessories to drivers and ensure that they are used correctly only for PAH operations.

Assign drivers to facilitate staff and cargo movement within and to field locations within reasonable time

Ensure that drivers hand in vehicles keys afternoon close of business

Record keeping.

Maintain scans of vehicle services and repairs files saved in to the server in shared vehicles folder.

Maintain hard copies of vehicles log sheets and fuel issuance vouchers, scanning them and save to the server in shared vehicles folder

Maintain track of daily vehicles check reports in an excel file and file hard copies in each vehicle box file.

Keep scans of all documents related to fleet and transport management saved in to their respective folders in the server.

Any other duty as may be assigned by the supervisor.

### **Recruitment Qualifications**

Bachelor Degree or Diploma in Logistics (Transportation) and any related field (attach all your academic credentials or qualification).

Two (2) years of experience with an INGO in Fleet and Transport management or any other related field.

Knowledge of computer applications such as MS office: Word, Excel and Outlook



Self-organized and motivated, showing initiative to work with minimal direct supervision

Good written and spoken English, ability to communicate in Juba Arabic and other local languages an advantage

**Skills and attributes.**

Strong analytical skills.

Strong interpersonal skills and the ability to work professionally with persons at all levels

Ability to maintain accurate records.

Ability to work independently.

**Application Submission Criteria:**

Please submit your application to HR Office near Nile Fortune Hotel Thumping, Juba. Ensure to register when delivering your application (hard copies).

Please indicate the position you are applying for in the subject line i.e., "Application for the position of Casual logistics Assistant"

**Note:**

- Due to the urgency to fill this position, shortlisting may take place before the advertisement deadline.
- We appreciate your application however; only shortlisted candidates will be contacted. If you have not been contacted within the closing date, we regret that your application has been Unsuccessful.

**Female Candidates are highly encouraged to apply**

