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Approved by
MOL 27/4/2022

VACANCY ANNOUNCEMENT
Closing on 19 May 2022



Position: Logistics Officer
Reports to: Operations Manager
Duty Station: Juba, with Frequent travel to INSO South Sudan Regional Offices
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.

Organisational Background

Founded in 2011, the International NGO Safety Organisation (INSO) is an international NGO that supports humanitarian 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.

INSO provides daily support to more than 1000 NGOs operating in 18 of the world's most insecure countries and has earned a strong reputation for its performance, principles and professionalism.

INSO is registered in the Netherlands with its headquarters based in the centre of The Hague, the international city of peace and justice.

INSO South Sudan Country Office

INSO South Sudan launched operations in 2018 and currently assists approximately 230 international and national NGO partners. Specifically, the program 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).

INSO has recently established six field offices in addition to the Country Office in Juba to be able to service the humanitarian community more efficiently in various locations around the country.

We are now seeking an experienced individual to join our team as a Logistics officer based in Juba, with travel around the country.

Job summary

Ensure the daily logistics activities (fleet management, Asset management...) are carried out smoothly and ensure an efficient implementation of procurement activities within the country office in complying fully with INSO's procurement procedures and processes in place in the most efficient and cost-effective way.



Main Responsibilities of the Position

Procurement:

- Implement and fully comply with all Procurement and Logistics regulations applicable to INSO and its donors in the country office and ensure all staff are fully aware of the procurement processes.
- Regularly assesses the market to keep the organisation updated on the cost-of-living trend and seeks products that offer the best value for money within the shortest timeframes. Negotiates prices and proposes new suppliers to the line manager to be validated.
- Prepare tenders following the INSO procurement guidelines.
- Provide monthly analysis on the procurement area of responsibility, discrepancies in consumptions and suggest any recommendation for better practices.
- Together with the operations manager determines the purchase planning according to the annual planning, incoming requests / orders, product availability (shortages/surpluses), delivery times, budgets and other relevant factors...
- Plans, coordinates and supervises the daily activities of the procurement in Juba and field level.
- Ensures a smooth-running of procurement administration and the respect of the implemented procurement procedures and proposes adjustments where needed based on best practices.
- Implement and maintain a proper procurement filing with full documentation to be accessible in an easy way.
- Is responsible for the procurement database (PR tracking, vendors network, monthly reports, procurement Checklist and the correct filing...) and archiving of the procurement documentation and guarantees the availability and the coherence of supply data.
- Focal point of all field procurement and logistics activities knowing that there is no dedicated personal at the field level.

Logistics:

- Plan vehicles movements, track individual trips, and ensure implementation of security measures.
- Make report of fuel consumption and follow-up with INSO's fuel contractor Track consumption of fuel used for generators and vehicles. And provide initial fleet management efficient analysis.
- Manages INSO assets and keep updated the assets list and the filing (assets transfer forms are signed, assets incident reports are filled-in, assets are tagged, INSO's assets are safe against any risks of loss or theft...).
- Implement the specific procedures to ensure and to monitor that the vehicle and other motorized equipment (generators, pumps, etc.) inventory and documentation are inspected on a monthly basis by the relevant responsible.
- Immediately inform the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins.
- Ensure that there are adequate stocks of cleaning and stationaries supplies and manage those stocks, placing monthly orders in time.

Mandatory requirement

- Fluency in English (written and spoken).
- South Sudanese National
- A Bachelor's degree in a relevant field (procurement and logistics management, BA...)
- At least 3 years of progressive professional Procurement/logistics experience within NGO sector.
- Highly organized and principled character.
- Excellent knowledge of Word, Excel, Internet, and general IT use.

Key Personal Competencies

- Proactive and strong initiative skills.
- Strong attention to detail
- Honesty and integrity. The holder must exercise a strong work ethic and take responsibility for his/her own actions.
- Exceptional planning, organisational and time management skills; able to work under pressure and independently
- Willingness to learn and ability to work in a fast paced, multi-cultural and close-knit team to deliver tangible results on a deadline.
- Flexibility with respect to working hours and tasks.
- Teamwork
- South Sudan is a hazardous environment the selected candidate must adhere to all security precautions and contribute to the security of the team. S/he must be able to exercise a large degree of common sense and personal discipline.

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.

How to Apply

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org by **19 May 2022, 16:00 hours** local time, and reference "**INSO Logistics Officer, Juba**" 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 (only work-related, from previous line managers)

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

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

Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective gender. INSO as an Equal Opportunity Employer.

Please no unsolicited emails or phone calls.



On behalf of International NGO Safety Organization
Martin Oyugi
Finance Manager

