



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

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Approved

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Operations Officer

Job Title:	Operations Officer
Location:	Juba, South Sudan
Department:	Operations
Reports to:	Country Administration Manager
Hours per week:	Full time
Contract duration:	6-months - Depending upon funding
Eligibility:	South Sudanese nationals

Organisation Background

Founded in 2011, the International NGO Safety Organisation (INSO) is an international non-governmental organisation 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 provides daily support to more than 1000 NGOs operating in the world’s most insecure countries. INSO is headquartered in The Hague, Netherlands- the international city of peace and justice.

Overall Purpose of Role:

The Operations Officer will provide support in carrying out INSO operations including (but not limited to) HR, logistics, procurement, admin tasks, and functions. The position will as part of the Operations team.

Main Duties and Responsibilities:

Logistics & Procurement:

- Assist supervisor in procurement activities, in collaboration with Operations and Program teams.
- Ensure the procurement process is as per the SOPs, with proper documentation supporting all the purchases.
- Assist with identification of suitable vendors, collection of price quotes, documentation of procurement process, and management of electronic and paper procurement files.
- Responsible for circulating RFQs, preparing bid analysis, and issuing purchase orders
- Coordinate all logistical arrangements for project-related events, workshops, seminars, and other training activities.

- Responsible for managing & preparing service level agreements for the smooth running of project activities.
- Help manage and administer office resources, including office space, assets including laptops, other related office systems and equipment.
- Maintain and update CO inventory list as per INSO requirements and submit quarterly reports.
- Ensure all assets are tagged and keep record of movement of assets.
- Ensure physical verification is done on a bi-annual basis.
- Monitoring of vehicle movement through vehicle log sheet

Administration:

- Manage travel arrangements, including staff air tickets, transport, and accommodation for business purposes.
- Support the organization of team events (meetings, workshops, etc.).
- Maintains a central filing system for required documents and forms.
- Support the development and systematic management of internal policies and their implementation across INSO operations.
- Organize and process purchase requests, quotations, purchase orders, and goods received notes and submit to finance for payment.
- Help conduct compliance checks, donor due diligence, and other regulatory responsibilities.
- Fulfil other administrative functions as required.
- Organize flight bookings for all staff and goods, and ensure all staff and goods have proper documentation before travelling.
- Have good working relationship with flight partners such as UNHAS and local travel agents for Commercial Flights.
- Ensure all invoices are sent on time for payment from our flight partners.

Human Resource:

- Assist with long-term and short-term recruitment needs for INSO.
- Ensure all staff files are maintained.
- Ensure all trackers and databases are up-to-date and readily available for management information.
- Assist with the identification, selection, recruitment, training, and orientation of new staff members.
- Support with Cezanne where needed.
- Ensure timesheets are up to date.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Essential:

- Minimum 3 years of relevant work experience, preferably with NGOs.



- Excellent English and local language skills, both written and verbal.
- Proficient in Microsoft Office tools.
- Attention to detail and ability to multitask
- Previous experience and/or understanding of INSO policies, guidelines, and procedures

Nice to Have:

- Other language skills relevant to the context, both written and verbal.
- A Degree in Business Administration, Supply chain, Logistics, or relevant field.
- Acceptance and understanding of humanitarian principles.
- Strong ethics, with ability to manage confidential data.
- High degree of autonomy.

Key Personal Competencies

- Confidentiality, integrity, and a sense of conflict-of-interest prevention.
- Self-motivation, courtesy, and humility.
- Team spirit and good management of interpersonal relationships.
- Know how to plan and organize your work.
- Be flexible, dynamic, know how to propose initiatives.
- Be able to work under pressure.
- Effective communicator.
- Capacity to work in multicultural environments.



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.

Terms & Conditions

6-months - depending upon funding, full-time contract based in Juba, South Sudan. Eligibility for this position is limited to South Sudanese nationals.

How to apply

Please submit applications to jobs@ssd.ngosafety.org and reference 'Operations Officer' in the subject line. You should submit your CV and cover letter ONLY on the email provided above by **27 March 2025**, no later than **17:00 hours** Central Africa Time (CAT). Your application should be in English and includes the following:

- An updated CV (max 3 pages)
- A one-page cover letter detailing why you are interested in working for INSO and how your qualifications align specifically with the competencies required for the role.

Please do not send any additional information. Only short-listed candidates will be contacted.

INTERNATIONAL NGO SAFETY ORGANISATION (INSO) DOES NOT CHARGE FEES AT ANY STAGE IN THE RECRUITMENT PROCESS (e.g. APPLICATION, INTERVIEW, ORIENTATION OR TRAINING). INSO NEVER ASK INFORMATION ABOUT APPLICANT'S BANK ACCOUNTS DETAILS.

INSO

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A handwritten signature in blue ink, appearing to read "Philippe Durand", written over a horizontal line.

Digitally signed
by Philippe
Durand
Date: 2025.03.10
12:09:25 +03'00'

