



# Windle Trust International

Education transforms society

Approved  
20 SEP 2022

## JOB OPPORTUNITY

<b>JOB TITLE:</b>	Logistics Assistant- Intern
<b>LOCATION:</b>	Juba
<b>LINE MANAGER:</b>	Logistics & Admin Officer
<b>Partnerships</b>	HR Assistant, Project Team, and Finance Officers
<b>APPLICATION DEADLINE</b>	<b>October 13, 2022, 5PM CAT</b>

## INTRODUCTION

WTI is an international NGO that challenges poverty and inequality by expanding access to, and improving the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in the Eastern and Horn of Africa. Our vision is A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good. WTI challenges poverty and inequality by expanding access to, and improving the quality of, education and training for communities affected by conflict, displacement, neglect, or discrimination in Eastern and Horn of Africa. WTI has been operational in South Sudan since 2006 but supported hundreds of South Sudanese refugees through undergraduate and postgraduate scholarships. Besides its scholarship program, WTI is lead education partner in the humanitarian and development sector. WTI implements teacher training, intensive English courses and infrastructure improvements in schools and communities.

## ROLE PURPOSE

Under the direct supervision of the Logistics & Admin Officer, the Logistics Assistant-Intern will support the Logistics & Procurement department in duties like warehousing, logistics, and fleet management.

## Duties and Responsibilities

### Store/warehouse responsibilities

- Receive, pull stock, store, and maintain stores/warehouse inventory.

- Responsible for the issuance of materials and supplies to all departments and field officers in WTI.
- Scrutinize all deliveries and ensure that defective or incorrect items are returned
- Examine stock and dispose of depreciated and obsolete stock following WTI's and donor's policy.
- Responsible for packaging, Repackaging, ceiling, labeling of cargo for dispatch to the field or project sites.
- Ensure regular maintenance or repair of storeroom/containers and materials.
- Responsible for the preparation of requisitions for supplies and materials need for every day running of the office.
- Keep documentation of materials, fuel and supplies issued and received.
- Preserve records and prepare related reports
- Submit weekly store and inventory reports.

### **Fleet responsibilities**

- He or she is responsible for vehicle and motorcycle fleet management and ensure proper utilization of assets in a correct manner.
- He or she shall maintain timely, accurate and correct data of the WTI fleet using the fleet management system and documentation of records of mileage, fuel, maintenance and repairs, accidents, and financial information as per set procedures.
- He or she shall plan, allocate and co-ordinate driver resources to ensure the most effective use of their time and the efficient delivery of transport services using available resourcing and route planning tools as appropriate to minimize the costs of such resources.
- Work as the main focal point and liaison with all other departments, external and internal stakeholders in all matters relating to the operations of the WTI vehicle and motorcycle fleet
- Inspecting vehicles and ensuring fleet assets are kept in a serviceable condition in line with fleet manual as revised
- Timely scheduling vehicles servicing and working closely with service providers to ensure correct and cost-effective repairing and servicing of vehicle assets.
- Managing an effective usage of fleet assets logbooks and monitoring the daily, weekly vehicle inspections and vehicle cleaning by drivers and dispatchers
- Preparing and obtaining approvals for all transport mission requests and ensuring the appropriate vehicles and drivers are used
- Preparing and providing driver per diems for mission movements work advances.
- Prepare monthly fleet report on fuel usage, distances travelled, service and maintenance costs, fleet utilization and reconciliation information and data from the Fleet logbook reports and submit to the procurement and Logistics manager, according to deadlines.
- Provides critical analysis and evaluation of Fleet data to assist procurement and Logistics Manager with decisions and recommendations on maintenance, servicing, repairs, insurance, disposal and reallocation of vehicles and other motor assets.

- Perform any other functions identified by the procurement and Logistics Manager.

### **Qualification**

- Bachelor of Logistics & Procurement Management from reputable institution.
- Knowledge of Logistics processes, systems, policies, and procedures is preferred.

### **EXPERIENCE AND SKILLS**

- Basic understanding of Microsoft Office products (e.g., Word, PowerPoint, Excel, and Teams)
- Genuine interest in logistics or related fields
- Strong interpersonal and written communication skills.
- Ability to build meaningful relationships with members of the team.
- Prioritize tasks and responsibilities.
- Be self-aware, identify and correct mistakes, and not afraid to ask questions
- Be active in seeking out ways to develop self and gain new knowledge personally and professionally.
- Intuitiveness and an ability to identify and solve complex problems.

**THIS POSITION IS FOR SOUTH SUDANESE NATIONALS ONLY.**

**Qualified women are strongly encouraged to apply.**

**Submit your applications in hard copy to Windle Trust International Office at CMS Compound, Hai Cinema P.O. Box 218 Juba, South Sudan or electronically to [Jobs@windle.org.uk](mailto:Jobs@windle.org.uk) copying [Tom@windle.org.uk](mailto:Tom@windle.org.uk), [MalishJohn@windle.org.uk](mailto:MalishJohn@windle.org.uk) and [William@windle.org.uk](mailto:William@windle.org.uk)**

**Application Deadline: October 13, 2022 at 5PM CAT**

Windle Trust International has zero tolerance on all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labour, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

NB: Only shortlisted candidates will be contacted.

