



Implemented by
giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

**WE ARE
HIRING**



Position: Logistic Specialist
Project: Coordination Office
Reports to: Head of procurement and logistics
Contract Duration: Renewable, based on performance
Location: Juba with occasional travel in South Sudan

Background:

In South Sudan, GIZ works on behalf of the German Federal Ministry for Economic Cooperation and Development in the following three priority areas: Food and nutrition security and rural development, Urban water supply and sanitation, Rural development and good governance. GIZ's coordination office has been in the capital, Juba, since 2010.

The GIZ Coordination Office Juba is urgently seeking a qualified candidate to fill the vacant position of Disaster Risk Management Advisor for its project "Community Driven Rural Development".

Scope of the Position:

Generally, the logistics advisor works independently with guidelines defined by the head of procurement and logistics, and in accordance with GIZ processes and rules. The logistic specialist responds promptly and competently to matters that fall within his/her assigned thematic area, where applicable in consultation with his/her line manager and the head of administration and finance

Your Tasks

- ❖ Obtaining tickets for all commercial modes of transport for GIZ staff members and/or family members of its staff to any destination worldwide, and locally within South Sudan. Official Journeys/travels usually include but are not limited to Official missions of GIZ staff, partners, and consultants; Home leaves and educational leaves and other travels defines as entitlement travel.
- ❖ Place orders with the travel agents with whom GIZ has a framework contract and the GIZ rules, processes, and procedures shall apply as well as pre-booking the suggested seats and flights mentioned in the formal quotation for a specified duration to allow passengers to review the offer, and ensure the seat is still available upon confirmation of the preferred route.
- ❖ Accurately advise the requestor of ticketing deadlines and other relevant information every time and ensure that the reservations are made to avoid booking cancellations.
- ❖ Promptly issue and forward all tickets in electronic format with detailed itineraries including carrier(s), flight numbers, departure, and arrival times for each segment of the trip; inform travelers, upon booking confirmation, of flight/ticket restrictions, involuntary stop-over, hidden stops, and other inconveniences of the itinerary and provide required documentation for travels.
- ❖ Handling complaints in a timely manner on behalf of GIZ on flight problems, cancellations, delays, etc. as well as reconfirming and revalidating airline tickets, re-issue tickets which are returned because of changing, routing or fare structures, and printed itineraries.
- ❖ Processing duly authorized travel changes or cancellations as required and process



immediately and reporting on refunds for unused tickets for fares, and credit them to GIZ.

- ❖ Promptly notify travelers of airport closures, strikes, delayed or canceled flights, or any other changes that might affect the travelers.
- ❖ Fleet management and fuel consumption monitoring.
- ❖ Vehicle insurance processing and monitoring
- ❖ Suggesting and confirming the selected venue, ensuring the venue is clean and well prepared as well as ensuring that all premises and rooms are

arranged according to specifications and ready for the meetings, ensuring that the audio-visual equipment is available and operational in all rooms as required.

- ❖ Ensuring that the service maintenance is promptly available as would be required for all apartments as well as managing the GIZ apartments occupancy schedules with real-time updates while working hand in hand with the Risk Management Team

Your Profile

- ❖ Bachelor's degree business administration.
- ❖ 3-5 years' experience in events planning and booking, ticketing hotel booking, and hospitality management, with the ability to work under Excellent skills including planning, logistics, and program management with the ability to meet deadlines.
- ❖ Excellent verbal and written communication, excellent interpersonal skills, and ability to listen well and positively represent the organization and its mission.
- ❖ Strong attention to detail and accuracy.
- ❖ Ability to retain confidential information.
- ❖ Ability to identify and solve problems efficiently and quickly.
- ❖ Ability to manage many and/or differing tasks and maintain productivity.
- ❖ Ability to work independently and as part of a diverse team.
- ❖ Ability to work effectively and positively with a range of individuals and working styles, and with people at all organization levels including staff, board members, foundation officers, donors, and vendors.
- ❖ Knowledge of and ability to implement online and virtual training applications.
- ❖ Proficient skills in Microsoft Office 365 applications.
- ❖ pressure as this might be unavoidable in some instances.
- ❖ Proficiency in English and knowledge of Arabic.

How to Apply

Applicants should send their CVs and cover letters declaring interest for the position by email to HR-Suedsudan@giz.de. Hand delivered applications will not be received.

Please note that all applications must be submitted with **non-returnable** photocopies of all the relevant documents including recommendation(s) from previous employer(s) and a copy of the national certificate. Original documents will only be required for verification during interviews if requested. Ensure that you and your referees are reachable via the stated contact information during daytime.

Only shortlisted candidates will be contacted for interviews. If you didn't hear from GIZ in 3 weeks after closing date, please note that your application wasn't successful. This position is open only to South Sudanese nationals.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH provides equal employment opportunities to all, regardless of gender or disability. Qualified women are highly encouraged to apply.

Opening Date: 07/06/2023

Closing Date: 27/06/2023

