



## Job advert

**Position:** Procurement and logistics assistant

**Location:** Juba base with travels to the field

**Reporting to:** Human resource and Operation Manager

**Number:** 01

**Duration:** 6 months with possible extension depending with availability of funding.

**Starting date for application:** 26.09.2023

**Ending Date for Application:** 13.10.2023

### ORGANIZATION BACKGROUND

Christian Missionaries initiative (CMI) is, non- governmental, nonprofit making, none discriminating, non political Christian relief organization that was established by six Missionaries in 2007 under the leadership of South Sudanese Missionaries Dr. Rev. Michael Deng De Monychol. These intellectuals have unified their human resources to form this NGO, which was meant to help the victims of the war, the refugees and famine affected people to help themselves. Since then, the organization was expanding in all aspects of organizational membership, developmental strategies, and program implementation in the field of Health, Education, Protection (Child protection and Mine Action), Peace building, Civic Education, Human right, Food security and livelihood, Environmental protection, Shelter, and Ministry with head office in Juba, Market Road, Hai Referendum, Juba, Central Equatoria State, South-Sudan CMI signed a project document with UNICEF education section under global partnership for education to construct and renovate of temporary learning space in Parieng of Ruweng Administrative area for the duration of 6 months. Christian Missionaries Initiative is legal and recognized Independent Non-governmental and Nonprofit Christian relief organization, registered under Ministry of Humanitarian affairs and Ministry of justice. Registration number ministry of Justice **No:** 1,026, Registration number RRC, **no:** 466

### Purpose

The Procurement and Logistics Officer is responsible – under immediate supervision of the Finance Manager – for warehousing, procurement, customs, transport/fleet, and overall logistics tasks relating to CMI programmes and operations in South Sudan. The role is responsible to work with the Programme team on creating delivery schedules, ensuring the timely delivery of materials and goods as required by the project activities, maintenance of contracts and capital equipment registers, and stock control records. The role is also responsible for ensuring required reports are accurate and submitted as per the agreed reporting schedule.

The officer will liaise with CMI regarding warehouse activities. The Logistics Officer will also liaise with suppliers and service providers to ensure timely and effective delivery of goods and services to CMI in collaboration with CMI logistics.

The role is expected to maintain a good working relationship with the Programme team, partner, and the government in country, and CMI procurement and logistics teams.

### Job Duties and Responsibilities

- Responsible for the planning and coordination of transportation requirements of the Country Office.
- Ensure the agreed fleet management system, including the management of vehicle use is implemented and maintained for CMI -owned/rented vehicles, with support from the CMI Regional Logistics Coordinator; oversee the CMI vehicle usage, as led by CMI, and including additional rentals where required.
- Line manages 1 to 2, CMI drivers; maintain responsibility for consistent application of all relevant driving and movement security procedures; monitor and assure Drivers' ability to carry out these duties, identifying and securing learning and training opportunities where needed.



- Ensure agreed procurement standards and procedures are implemented and maintained/followed for all procurement activities, with support from the CMI Regional Logistics Coordinator.
- Together with Programme teams, establish and regularly update procurement and delivery/distribution plans to support the operational objectives of the projects with support from the CMI Regional Logistics Coordinator.
- Take the lead in the procurement of goods, works and services for the projects.
- Report on procurement, asset management, warehousing, fleet, and transport activities as per the agreed reporting schedule.
- Responsible for ensuring all procurement, asset, warehousing, transport, and fleet files are filed according to the agreed procedure and policy, as well as ensuring donor compliance requirements are met.
- Responsible to establish and maintain an asset register for all project/Programme assets as per the agreed procedures and policies. Carry out physical check bi-annually.
- Responsible to implement and maintain agreed warehousing procedures and standards across all warehouses /stocks with support from the CMI Regional Logistics Coordinator.
- Together with CMI Programme teams draft a warehouse strategy to support the activities of the projects.
- Responsible for the planning of sufficient logistics/procurement HR capacities to carry out logistics/procurement activities in support of CMI programmes in South Sudan, as needed.
- Maintain communications with the relevant departments of the Country Office, to ensure timely and efficient receipt and dispatch of goods in support of their operations.
- Contribute to production of regular, timely stock and narrative reports for the CMI and donors.
- Coordinate logistics functions with CMI, integrating operations as far as possible.
- Upon instruction from the Country Finance Manager or Country Manager, undertake field trips to verify details of suppliers/service providers

#### Education

**Required:** Diploma or bachelor's degree in Logistics and procurement or business administration

**Experience Required:** Experience of working in a related field Experience in working for humanitarian aid organization

**Preferred:** Experience working for the CMI Knowledge, Skills and Languages

#### Required:

- Ability to work under stress
- Interpersonal skills, good judgment, and maturity.
- Ability to identify and handle sensitive and confidential information with discretion.
- Computer literacy: advance excel, word and outlook knowledge
- Ability to work in a team while maintaining their capacity for initiative
- Spoken and written English
- Spoken and written Arabic
- Competencies, Values and Comments
- Values: Respect for diversity; Integrity; Professionalism; Accountability



#### Application Procedure

Any interested person who meets the above-mentioned requirement should submit the following.

Application letter, expressing motivational letter for the position you are applying for, Current CV, copies of academic papers and national ID

Send to [cmihumanresource@gmail.com](mailto:cmihumanresource@gmail.com), copy, [cmisouthsudan@gmail.com](mailto:cmisouthsudan@gmail.com), or hand delivery to CMI office in Hai. Referendum along the road to Nile Petrol Station before 13.10.2023 Tuesday, **note:** Application will be reviewed on roll out bases as this position needs to be filled urgently. Female candidates are highly encouraged to apply.

**Core competencies:** Communication; Collaboration and teamwork; Judgment and decision making; Partners and customer relations; Creativity and innovation; Building trust





## “Together we can bring Change”

### Job advert

**Position: Open Position Construction**

**Location: Juba base with travels to the field**

**Reporting to: Assistant Logistics officer**

**Number: 01**

**Duration: 6 months with possible extension depending on availability of funding.**

**Starting date for application: 26.09.2023**

**Ending Date for Application: 13.10.2023**



### ORGANIZATION BACKGROUND

Christian Missionaries initiative (CMI) is, non- governmental, nonprofit making, none discriminating, non-political Christian relief organization that was established by six Missionaries in 2007 under the leadership of South Sudanese Missionaries Dr. Rev. Michael Deng De Monychol. These intellectuals have unified their human resources to form this NGO, which was meant to help the victims of the war, the refugees and famine affected people to help themselves. Since then, the organization was expanding in all aspects of organizational membership, developmental strategies, and program implementation in the field of Health, Education, Protection (Child protection and Mine Action), Peace building, Civic Education, Human right, Food security and livelihood, Environmental protection, Shelter, and Ministry with head office in Juba, Market Road, Hai Referendum, Juba, Central Equatoria State, South-Sudan CMI signed a project document with UNICEF education section under global partnership for education to construct and renovate of temporary learning space in Parieng of Ruweng Administrative area for the duration of 6 months. Christian Missionaries Initiative is legal and recognized Independent Non-governmental and Nonprofit Christian relief organization, registered under Ministry of Humanitarian affairs and Ministry of justice. Registration number ministry of Justice **No: 1,026**, Registration number RRC, **no: 466**

### Engineer Summary of Position

The Construction Engineer will be responsible for the management of construction contractors performing work during the execute phase of projects. Projects may range in size from small repairs to new field developments. The position is for 6 months.

### RESPONSIBILITIES:

#### The Construction Engineer's duties and responsibilities are as follows:

- Construction of 5 TLS and renovation of 2 more with segregated latrine
- Maintain compliance with the safety-assurance plan so that work is accomplished in an environmentally sound manner using safe work practices.
- Conduct safety observations and conversations (SOCs) to help achieve a zero-incident culture.
- Lead the "authorization to proceed" process for contractors.
- Participate in engineering package reviews during the select, define, and execute phases of projects and provide constructive input to the design team.
- Support the off-site project leaders through the stage-gated process of projects.
- Support the off-site project leader and design groups in the development of functional systemization of projects for guidance on certification (GOC).
- Encourage construction and operations personnel to review design packages early in the course of projects to eliminate rework and optimize construction.
- Anticipate and resolve problems encountered in the field to eliminate costly rework or retesting.
- Ensure work is performed per plans and specifications via coordination with the Quality Assurance (QA) and Functional Checkout (FCO) groups.
- Coordinate with clients to ensure proposed construction and work methods are clearly understood and accepted and ensure agreement on environmental and safety work plans for permitting.

- Provide input into the scheduling of projects to meet the client's required deadline and maintain construction resources to acceptable levels.
- Monitor progress to ensure scheduling milestones are understood and are being met.
- Coordinate between the construction contractor and the project lead to resolve field discrepancies in design packages and material delays.
- Ensure equipment and manpower resources are being used efficiently.
- Review contractor work performance and project status updates.
- Ensure all process safety management (PSM) and management of change (MOC) requirements regarding field design modifications and scope changes are met by forwarding appropriate documentation to the Greater Prudhoe Bay (GPB) Project Leader for processing.
- Participate in a post-project appraisal review and report (lessons learned);
- Coordinate project turnover activities with the Commissioning Engineer and Quality Assurance/Quality Control and FCO Groups.
- Participate in the MOC control process.
- Administer project's management-of-no-change process for scope, schedule, and budget impacts for client approval.
- Network with various client departments to ensure all appropriate permits and regulations are followed; - Review and approve field purchases and contractor invoices and timesheets; - Coordinate schedules for vendor representatives.

#### **DELIVERABLES:**

Work deliverables are items deemed necessary to manage and control project work. These deliverables will include, but are not limited to, the following:

- Document SOCs in Traction.
- Coordinate solutions between the construction contractor and the project lead to address field discrepancies in design packages and material delays.
- Deliver status reports as requested to the Project Leads.
- Create and submit weekly project narratives to the Construction Manager.
- Complete the construction portion of the project on schedule, within budget, meeting safety requirements and with appropriate quality.
- Develop plan for construction contractor's interface with on-going operations.
- Develop the Construction Plan and provide to the Project Lead to incorporate into the Project Execution Plan.

#### **EXPERIENCE & KNOWLEDGE:**

- To be considered for the role of Construction Engineer, applicants must have the following qualifications: A minimum of a bachelor's degree in an engineering discipline or equivalent technical experience.
- Willingness and ability to work a 12-hour day/night shift, 7 days a week on a rotational basis in a remote location.
- Experience in a construction management role.
- Minimum of 8 years of construction experience in mechanical, civil and/or structural engineering disciplines.
- Demonstrated knowledge of cost control, cost reporting and project schedule management.
- Demonstrated track record of multi-project coordination with projects in varying phases of completion.
- Knowledge of commissioning turnover systems.

#### **PREFERRED QUALIFICATIONS:**

In addition to the required qualifications, the successful applicant is likely to be able to demonstrate the following:

- Knowledge of GOC process.
- Knowledge of Capital Value Process (CVP).
- Knowledge of HSE policies and procedures.
- Strong interpersonal skills with the ability to influence others in a non-confrontational manner.
- Good verbal and written communication skills.
- Good organizational skills.
- English fluency.

#### **ANY OTHER RELEVANT INFORMATION:**

Successfully interact with a wide variety of individuals in a team environment to achieve completion of the construction project.



- Spend a large portion of their time in the field on frequent site visits and job walk downs.

**Other,** understanding of and commitment to safeguarding, child safety and protection from sexual abuse and exploitation principles.

**Values:** Respect for diversity; Integrity; Professionalism; Accountability,

**Core competencies:** Communication; Collaboration and teamwork; Judgement and decision making; Partners and customer relations; Creativity and innovation; Building trust

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**Note:** Application will be reviewed on roll out bases as this position needs to be filled urgently.



*Female candidates are highly encouraged to apply.*





## “Together we can bring Change”

### Job advert

**Position:** Driver

**Location:** Juba base with travels to the field

**Reporting to:** Assistant Logistics officer

**Number:** 01

**Duration:** 6 months with possible extension depending on availability of funding.

**Starting date for application:** 26.09.2023

**Ending Date for Application:** 13.10.2023



### ORGANIZATION BACKGROUND

Christian Missionaries initiative (CMI) is, non- governmental, nonprofit making, none discriminating, non-political Christian relief organization that was established by six Missionaries in 2007 under the leadership of South Sudanese Missionaries Dr. Rev. Michael Deng De Monychol. These intellectuals have unified their human resources to form this NGO, which was meant to help the victims of the war, the refugees and famine affected people to help themselves. Since then, the organization was expanding in all aspects of organizational membership, developmental strategies, and program implementation in the field of Health, Education, Protection (Child protection and Mine Action), Peace building, Civic Education, Human right, Food security and livelihood, Environmental protection, Shelter, and Ministry with head office in Juba, Market Road, Hai Referendum, Juba, Central Equatoria State, South-Sudan CMI signed a project document with UNICEF education section under global partnership for education to construct and renovate of temporary learning space in Parieng of Ruweng Administrative area for the duration of 6 months. Christian Missionaries Initiative is legal and recognized Independent Non-governmental and Nonprofit Christian relief organization, registered under Ministry of Humanitarian affairs and Ministry of justice. Registration number ministry of Justice **No:** 1,026, Registration number RRC, **no:** 466

### JOB SUMMARY

We are looking for a reliable Driver to join our team. The Driver will be responsible for delivering goods and transporting passengers to various destinations. The candidate must have a valid driver's license, excellent driving skills, and a good knowledge of traffic laws and safety regulations. In this position, the Driver will also be responsible for the upkeep and maintenance of vehicles in their care.

### Key Roles and Responsibilities

- Perform regular safety checks on vehicles to ensure they are in good working condition before and after each trip.
- Transport goods and passengers to designated locations safely and on time.
- Plan and follow the best route to ensure timely delivery of goods and passengers.
- Ensure that all necessary paperwork and documentation are in order before transporting goods and passengers.
- Adhere to traffic laws and safety regulations to avoid accidents or incidents.
- Ensure the cleanliness and proper maintenance of vehicles under their care.
- Handle customer grievances and other issues professionally and timely.
- Report any incidents or accidents to the management immediately.
- Participate in training and courses to stay abreast of developments in the transport industry.

### Organizational Learning

- As part of our commitment to organizational learning and in support of our understanding that organizational learning is more effective, efficient, and relevant to the communities they serve, we expect all team members to commit 5% of their time learning activities that benefit CMI as well as themselves.

## Required Skills, Knowledge & Qualifications

- Proven work experience as a Driver or relevant role
- Valid driver's license with a clean driving record
- Good knowledge of traffic laws, safety regulations, and city routes
- Ability to operate a range of vehicles, from small delivery vans to large trucks
- Excellent driving skills and the ability to navigate unknown routes fluently
- Excellent customer service Skills
- Good verbal and written communication skills
- Attention to detail and ability to work independently and under pressure
- Excellent time-management Skills
- Flexibility in working hours - the ability to work during weekends and evenings
- Physical fitness to lift heavy goods when necessary

This position requires a candidate with a strong work ethic and a commitment to safety and professionalism. The Driver will be an essential part of our team, responsible for ensuring that goods and passengers are delivered to their destinations safely and efficiently. If you meet the above qualifications, we encourage you to apply for this exciting opportunity to join our team.

**Other**, understanding of and commitment to safeguarding, child safety and protection from sexual abuse and exploitation principles.

**Values:** Respect for diversity; Integrity; Professionalism; Accountability.

**Core competencies:** Communication; Collaboration and teamwork; Judgement and decision making; Partners and customer relations; Creativity and innovation; Building trust

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## "Together we can bring Change"

### Job advert

**Position:** Security Guard

**Location:** Juba base with travels to the field

**Reporting to:** Assistant Logistics officer

**Number:** 01

**Duration:** 6 months with possible extension depending on availability of funding.

**Starting date for application:** 26.09.2023

**Ending Date for Application:** 13.10.2023

#### ORGANIZATION BACKGROUND

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#### JOB SUMMARY

A Security Officer, or Security Guard, ensures the safety of the area they are assigned to watch. Their duties include monitoring the premises, responding to emergency situations, and keeping track of all incidents on-site.

#### Key Roles and Responsibilities

The Security Guard will protect people and property from possible criminal activity.

#### Supervisory Responsibilities:

- None.

#### Duties/Responsibilities:

- Patrols and monitors an assigned area; reports suspicious activities to local authorities.
- Monitors surveillance cameras, inspects property, and monitors crowds.
- Contacts law enforcement or fire department in case of an emergency.
- After business hours, checks doors, windows, and gates to ensure the property is secure.
- Investigates reports of suspicious activity on the property.
- Reasonably detains persons suspected of criminal activity until law enforcement arrives.
- Escorts discharged staff, trespassers, and other unwelcome parties off the premises.
- Performs other related duties as assigned.

#### Required Skills/Abilities:

- Excellent observational skills and attention to detail.
- Authoritative verbal communication skills.
- Ability to remain calm in high-pressure situations.



- Ability to learn the layout of the property and buildings.

**Others:** Accepts new responsibilities as and when those are assigned by the line manager/s.

**Values:**

The post holder is polite, respectful, honest, punctual (and respects deadlines), creative, pacifist, proactive, committed and – during office hours – non-political. S/he is in constant exchange with colleagues and supervisors, communicates problems and enriches discussions. S/he treats people of different religion, age, sex, and economic status appropriate and equally and actively ensures their wellbeing and raises his/her voice when required. S/he is willing to improve own capacities and is open for all topics CMI is working on to actively contribute to a comprehensive program implementation. S/he uses CMI equipment, vehicles and premises, internet, and electricity economically and responsibly. S/he positively represents CMI to beneficiaries, stake holders and the general public.

**CMI Regulations and Policies**

The post holder abides by all internal rules, regulations, and policies.

**Organizational Learning**

- As part of our commitment to organizational learning and in support of our understanding that organizational learning is more effective, efficient, and relevant to the communities they serve, we expect all team members to commit 5% of their time learning activities that benefit CMI as well as themselves.

**Required Skills, Knowledge & Qualifications**

**Education and Experience:**

- High school diploma or equivalent required.
- Security guard training certification preferred.
- Previous experience a plus, but not required.

**Physical Requirements:**

- Ability to patrol the property and access areas quickly.
- Physically able to capture and detain individuals if necessary.
- Prolonged periods sitting at a desk and monitoring surveillance equipment.
- Must be able to lift 50 pounds at a time.

**Other,** understanding of and commitment to safeguarding, child safety and protection from sexual abuse and exploitation principles. **Values:** Respect for diversity; Integrity; Professionalism; Accountability,

**Core competencies:** Communication; Collaboration and teamwork; Judgement and decision making; Partners and customer relations; Creativity and innovation; Building trust

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**Female candidates are highly encouraged to apply.**





## “Together we can bring Change”

### Job advert

**Position:** Cleaner/ cook

**Location:** Juba base with travels to the field

**Reporting to:** Assistant Logistics officer

**Number:** 01

**Duration:** 6 months with possible extension depending on availability of funding.

**Starting date for application:** 26.09.2023

**Ending Date for Application:** 13.10.2023

### ORGANIZATION BACKGROUND

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### JOB SUMMARY

We are looking for a reliable cleaner / cook to be based in Juba Country office, He/she cleans working areas in office/GH to keep them clean, hygienic, and pleasant. He/she is also responsible for the maintenance of his/her workspace.

### Key Roles and Responsibilities

#### Main responsibilities:

#### A. Office and GH cleaning

- Cooking Lunch
- Wash plates, dishes, cutlery
- Evaluates gas needs and monitor gas consumption
- Respects the essential hygiene regulations and maintain exemplary conditions of hygiene in the kitchen and all the compound areas
- Monitors the provision of filtered water to living and working areas, ensuring that water disposals are disinfected regularly
- Wash the floors with disinfectant materials
- Cleans offices (tables, inside the cupboards,) and the GH rooms.
- Cleans and disinfect the bathrooms and toilets
- Ensures that each bathroom is equipped with toilet paper, soap, and a hand towel
- Empties wastepaper baskets and rubbish bins
- Manages the stock of cleaning products under the supervision of his/her direct manager
- Clean the garage, balconies, and the windows.



- Keep the kitchen ordered.

#### B. Guest house Duties

- Cooking lunch meal at the office.
- Keeps the kitchen, cooking utensils and refrigerator clean. Disinfect the refrigerator regularly.

**Others:** Accepts new responsibilities as and when those are assigned by the line manager/s.

#### Values:

The post holder is polite, respectful, honest, punctual (and respects deadlines), creative, patient, proactive, committed and – during office hours – non-political. S/he is in constant exchange with colleagues and supervisors, communicates problems and enriches discussions. S/he treats people of different religion, age, sex, and economic status appropriate and equally and actively ensures their wellbeing and raises his/her voice when required. S/he is willing to improve own capacities and is open for all topics CMI is working on to actively contribute to a comprehensive program implementation. S/he uses CMI equipment, vehicles and premises, internet, and electricity economically and responsibly. S/he positively represents CMI to beneficiaries, stake holders and the general public.

#### CMI Regulations and Policies

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#### Organizational Learning

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#### Required Skills, Knowledge & Qualifications

- Previous experience in a similar position is appreciated
- Ability to read and write.

Due to the nature of CMI work activities, CMI demand to his employee to have highest discretion and flexibility qualities. CMI can anytime according to the needs of his mission, change the work location of his employee. CMI can at any time update tasks on this Job Description according to the evolution of the program or strategy changes. The above listed tasks are not exhaustive, the employee can be asked to undertake other tasks by the employer according to the competencies, to work over settings time.

This position requires a candidate with a strong work ethic and a commitment to safety and professionalism. The Driver will be an essential part of our team, responsible for ensuring that goods and passengers are delivered to their destinations safely and efficiently. If you meet the above qualifications, we encourage you to apply for this exciting opportunity to join our team.

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