



AFRICA INITIATIVE FOR RURAL DEVELOPMENT (AIRD)

Nurtured Children. Empowered Youth. Viable Communities

VACANCY ANNOUNCEMENT (INTERNAL/EXTERNAL)

Post Title: Logistics assistant/ Security focal point
Number of Vacancies: One
Duty Station: Roving
Contract lengths: 12 months with three Month Probation Period
Reports to: Finance Admin officer



Organizational Background

Africa Initiative for Rural Development (AIRD) is a national non-governmental organization and not for profit making organization established in 2019, represented by Relief and Rehabilitation Commission (RRC). AIRD mandate in South Sudan aimed at saving lives of children, women and families from effects of conflicts and disasters by empowering communities, advocating for the rights of children and their caregivers, including women and persons with special needs. AIRD Vision is to attain a sustainable socio-economic development founded on community ownership, peaceful co-existence and self-reliance. AIRD believes in a society of “nurtured children, empowered youth and viable communities”.

AIRD is UNICEF’s Strategic Partner for GBV prevention and response in Jonglei State for the last 4 Years and currently implementing a project supported by UNICEF, under the Project title “Protecting Women and Girls in South Sudan from Gender-based Violence (GBV) through addressing social norms transformation, integrating a multi-faceted holistic approach to GBV prevention, risk mitigation and response in Bor, Fangak and Pibor, South Sudan. Hence, contributing to the overall Communities Care Programme (CCP) goal meant to create safer communities for women and girls through transforming harmful social norms that contribute to sexual violence into social norms that uphold women and girls’ equality, safety and dignity

Vision

A thriving, dynamic South Sudan where children and youth are real champions and catalysts for social change, cohesion, and sustainable development.

Mission

To socially and economically transform South Sudan by effectively engaging and strategically investing in children and the youth.

JOB SUMMARY:

The logistics assistant / Security focal point will provide value-add reporting and analysis of the Corporation’s programs across South Sudan. Plans procurement action for the assigned projects activities which typical involve the procurement of selected items to be purchased and Developed the vendors pre-qualification criteria by identifying the product source and evaluated the quality of a vendor products.

Manage fuel (petrol and diesel) storage system including assigning fuel to different Motorcycle, Boat and Generator, check stock level and fuel consumption rates and fuelling

AIRD seeks full time employees who would like to learn and grow with the organization. We are currently seeking a full time Logistics assistant/ Security focal point for Bor.



Major Responsibilities:

Procurement

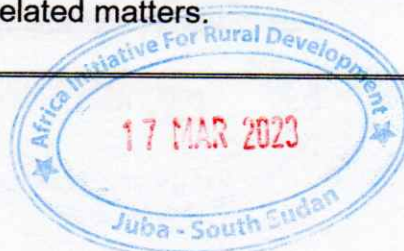
- Plans procurement action for the assigned projects activities which typical involve the procurement of selected items to be purchased.
- Conduct the market survey to understand the prevailing prices
- Developed the vendors pre-qualification criteria by identifying the product source and evaluated the quality of a vendor products.
- Coordinate timely delivery of goods and services
- Filing system should be in line with AIRD requirements.
- Supervise all drivers and storekeeper.
- Solicits and evaluate bids/ proposals/ quotation to ensure overall competitiveness, quality and conformity to specific requirements
- Compile and presents procurement data, prepares all relevant supporting documents and recommends approval of the contract or purchase order.
- Be a member of procurement selection committee

Fleet Management and logistics

- Manage the fleet (cars, Motorcycle and generators)
- Manage fuel (petrol and diesel) storage system including assigning fuel to different Motorcycle, Boat and Generator, check stock level and fuel consumption rates and fuelling.
- Prepare fuel consumption monthly report for motorcycles, boats and Generator
- Develop, implement and improve logistics management systems and create internal control systems
- Supervise all logistics activities and functions.

Security focal point duties

- Assists to monitor the security environment and communicates changes of the environment to management and staff with routine briefings and alerts.
- Assists to provide security briefings and update to new hires, visitors and as needed
- Assists to process the Risk Assessment at regular intervals to update the SMP, in new areas of operations and as needed.
- Assists to organized the Security Meetings and training
- Monitor minimum operating standards for security (MOSS) for AIRD premises and operations.
- Assists to report security incidents to the central tracking system and ensures critical incidents are reported to the line manager through Flash reports or SMS.
- Represent AIRD in security related forum, where needed and as requested by line manager.
- Assists in the organization and delivery of staff security trainings
- Assists to ensure that the translation of all key documents in to local language, where needed.
- Pays frequent visits to the program sites to support the program team in Bor county, where need and as requested by the line manager.
- Assists in ensuring that fire safety arrangements, plans for fire/building evacuation, relocation/evacuation of staff to safe heaven are updated and efficiently implemented.
- Assists in arranging staff traveling to the field documentation/clearances, briefings, tracking team, vehicle maintenance, and other related matters.



- Assists in collecting, updating and communicating information regarding the security situation in the duty station.

Key Working Relationships:

Position Reports to: Finance and Admin Officer.

Position directly supervises: Security guards, Cleaners.

Other Internal and/or external contacts:

Internal: Regular relationships with AIRD Protection department's team.

External: Collaboration with AIRD partners and donors including other non-governmental organizations, inter-agency Security group.

Job Qualifications:

Required Academic Qualifications, Experience & Competencies:

- University degree or diploma in logistics and procurement, Business Administration
- Minimum of 2-3years of work experience with National and international organization.
- English and Arabic Language: Excellent speaking and writing
- Computer skills: good knowledge of Microsoft word, Excel, Outlook and PowerPoint.
- Must be able to solve practical problems quickly and efficiently when the need arises.
- Able to communicate well and be suspicious with all relevant activities for security to gather information and report to his/her line manager
- Able to coordinate for the internal organization's programs.
- Able to do all administrative works for the department.
- Must possess management and security skills.

Working Environment: deploy in Bor, Fangak, Pibor and Juba

Application Procedures:

- Application letters, comprehensive CVs, recommendation letters from former employers and academic certificates **MUST** be received at Africa Initiative for Rural Development; not later than 5th April , 2023. Applicants are encouraged to submit their applications through E-mail address: airsouthsudan@gmail.com indicating clearly in the subject line the Post Title. 'Logistics assistant/ security focal point'
- Female candidates are highly encouraged to apply.
- This Position is open to South Sudanese Nationals Only.

Africa Initiative for Rural Development is an Equal Opportunity Employer. Only shortlisted candidates will be contacted for interviews.

Canvassing will lead to automatic disqualification.

PLEASE NOTE:

Due to the urgency of this position, applications will be reviewed and a shortlist done on a rolling basis. If the management gets the rightful candidate before the deadline, we might offer the position.

Africa Initiative for Rural Development (AIRD), Juba Head Office Located in Nimira Talata , Near the National Ministry of Mining, Plot 405, Block B, P.O.Box 171, Telephone No. +211 927 600 100, e-mail address: airsouthsudan@gmail.com

