



BACKGROUND: -

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of “**TOGETHER IN TRANSFORMATIONAL INITIATIVES**”- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

Job Description	Procurement and Logistics intern
Employer	TITI Foundation (TF)
Position Reports to	Logistics manager
Duration	Three Months
Date	02.05.2024
Closing Date	22.05.2024

This Intern will assist with the Procurement and logistics in compliance with VSO internal policies, procedures and donor requirements

Duties and Responsibilities;

- Coordinate all accommodation process for volunteers. Ensure all Volunteers houses, and repairs are reported and dealt with quickly from start of volunteer placement to the end.
- Ensure rent payments for all houses and office done on time and database is updated with relevant information.
- Work with the operation officer to ensure fleet management, track maintenance schedule, fuel usage and vehicle scheduling as described in the field fleet management guidelines and provide monthly reports.
- Follow up on any claims and renewals of insurance policies for organisation assets
- Raise purchase requests and orders, liaising with employees requesting items, finance as needed and on timely manner.
- Maintain and update preferred suppliers list
- Review the current country office assets registers and update in the light of VSO’s assets register policy and ensure a complete inventory of VSO assets is held by VSO and every asset is adequately labelled.



- Undertake local logistical duties such as booking flights, hotels and venues for workshops and accommodations.
- Assist in the process of disposal of assets and equipment.
- Perform other related duties and activities as instructed by the supervisor

Skills, Knowledge and Experience required

- Holder of Bachelor Degree in Procurement and Supply/ Logistics Management or equivalent qualifications in Business studies majoring in Procurement and Supply/Logistics
- Proficiency in Microsoft Office
- Good written and verbal communication skills (Kiswahili & English)
- Flexibility to adapt, positive attitude towards change, and a constructive and creative approach to problem solving
- Understanding of the role of international development and more specifically of volunteering

Confidentiality

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

Professional standards

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces policies on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.

Safeguarding policy

TITI Foundation has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

Commitment on Protection from Sexual Exploitation and Abuse

The employee commits to adhere to the zero-tolerance policy of TITI foundation towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of the organization to prevent and respond to SEA allegations, in particular: Adhere to the TITI Foundation's code of conduct, prohibiting SEA, Mandatory reporting of any SEA situation the employee should become aware of the mandatory participation to all trainings and sessions on SEA organized and facilitated by TITI Foundation. The mandatory participation in good faith in any investigations or audit undertaken by the TITI Foundation following the reporting of a SEA allegation.



Equal opportunity employer

TF has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

How to apply

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address titifoundationss@gmail.com or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

only Shortlisted candidate will be contacted and attach photocopies, remember no retune of the any documents.

The successful candidate will be subjected to a thorough background check and satisfactory references.

Female applicants are highly encouraged to apply.

