



## VACANCY ANNOUNCEMENT



### COUNTRY PROGRAM OVERVIEW

The overall objective of ALIGHT South Sudan program is to inspire every South Sudanese and provide an enabling environment to unleash abundance! To achieve this objective, ALIGHT implements multi-sectoral programs that include Water and Sanitation, Nutrition, Livelihoods, Protection (GBV) Shelter and Camp Coordination and Camp Management (CCCM). ALIGHT aims to expand its outreach mechanisms and strengthen innovations to provide meaningful and impactful assistance to the affected persons. ALIGHT currently has program activities in Aweil West in Northern Bahr Gazal, Ulang, Nasir, Longechuk and Maiwut in Upper Nile, and Kajo-Keji and Morobo in Central Equatoria States.

### PRIMARY PURPOSE OF THE POSITION

The Warehouse & Fleet Assistant is responsible for supporting the Logistics Department to perform Warehouse and Fleet management, facility maintenance, vehicle fleet management, travel coordination and reporting.

### Terms of reference

**Job Title: Warehouse & Fleet Assistant - (1 position)**

**Duty station: Juba**

**Starting date: Pending on donor approval**

**Reporting to: Technical: Logistics & Supply Chain Manager**

### **Key Responsibilities**

- Warehouse space utilization
- Coordinate loading and offloading of supplies at the warehouse
- Receive, inspect supplies from vendors
- Sort, organize and store inventory in the proper location
- Package items and label correctly
- Arrange road and air transport for supplies bound to the field offices.
- Report damaged or missing inventory to supervisor
- Update logs and documentation for inventory processing

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- Prepare documentation (waybills, goods received note, stock cards etc.)
- Prepare and submit warehouse report on time
- Fleet
- Responsible for all transportation of people and daily vehicle management.
- Act as focal point for vehicle dispatching
- Driver management, responsible for drafting and implementing daily movements plans
- Ensure Alight vehicle fleet is run, kept, and maintained in a good, safe, and a cost-effective way
- Checking of logbooks, fuel consumption, and maintenance and repairs are conducted regularly.
- Consolidate vehicle records, to prepare monthly reports, plan and order fuel vouchers according to field movement schedules.
- Ensure that vehicles are adequately equipped with tools and equipment required for local safety and security policies and procedures.
- Ensure Alight drivers maintain accurate, legible, up-to-date, and complete trip logs in their vehicle's
- Ensure Alight drivers assigned to the vehicle have on the spare tire (s) and other equipment such as first aid kit, recovery kit, etc.



#### Required Qualifications, Experience and Competencies

- South Sudan nationals only.
- Education and 1-2 Years of professional experience in logistics or related field.
- Basic electrical and mechanical knowledge.
- Basic computer skills, including MS Word and Excel.
- Good reporting writing skills.
- Strong communication and interpersonal skills (oral and written).
- Fleet Warehouse experience with NGO added advantage.
- Ability to read and write a report in English.
- Able to work with minimal supervision
- Able to plan his/her work daily
- A team player
- Have good communication skills
- Should be flexible



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## HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to ALIGHT South Sudan office located in Plot 709 3k-South, Behind Phenicia supermarket, off Ministries Road, Kololo Juba, South Sudan.

Applications can be submitted [recruitmentss@WEAREALIGHT.ORG](mailto:recruitmentss@WEAREALIGHT.ORG)

Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is June 24th at 4:30 pm local time.

***“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity”.***

