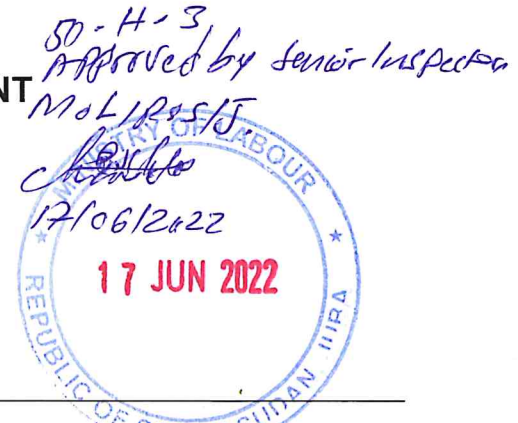


VACANCY ANNOUNCEMENT

SHEJEH SALAM ACTIVITY

SCOPE OF WORK

TITLE: Travel and Transport Officer
DURATION OF CONTRACT: Up to 30 Sept 2022, renewable
LOCATION: Juba
SUPERVISOR: Logistic Director



Project Background:

Under contract with the U.S. Agency for International Development (USAID), DT Global South Sudan is implementing the five-year, Shejeh Salam Activity in South Sudan since September 2020. Shejeh Salam will build the foundation for a more stable and socially cohesive South Sudan that will enable local actors to build community cohesion to promote peace processes and peaceful co-existence; civil society actors to advocate for peace and reconciliation and participate in civic processes; provide trauma awareness services to communities; and access to media that is providing accurate, fair, and thorough information to mitigate the impact of rumor and misinformation. Shejeh Salam is programming in Juba, as well Unity, Upper Nile, Western Bahr el Ghazal, Greater Jonglei, and Greater Equatorias regions, although geographic focus may shift.

Position Summary:

The Travel and Transport Officer has responsibility for overseeing and managing all air and road movements within the Shejeh Salam Activity program, including movements of both staff/grantees and cargo to locations around South Sudan. Responsible for liaising with the procurement department, warehouse staff and program staff to ensure the most safe, cost-effective, and timely movement of goods possible within the parameters of approved activities and budgets.

Duties and Responsibilities:

- Manage all domestic and regional flight reservations for Shejeh Salam Activity staff, consultants, and grantees when relevant – sharing tickets and flight info in advance of flights.
- Maintain a robust flight tracker to ensure that all planned movements are being shared properly, and to allow for comparison with later invoices from flight service providers.
- Manage relationships with all travel-related vendors including UNHAS, travel agents, and charter companies.
- Regularly update a list of commercial flight and charter companies operating in South Sudan and obtain their flight itineraries to ensure proper travel plans can be made.
- Manage Blanket Purchase Agreements (BPAs) for charter flight companies and road transportation companies, including creating and issuing Task Orders, maintaining files for individual BPAs, and tracking BPA spending against the ceiling.
- Recommend optimal transportation modes, routing, and equipment type, for delivery of goods to the field sites.
- Coordinate all cargo shipments –by road and air – out of Juba, in partnership with the warehouse team, the procurement team and the program team to ensure prompt, efficient and cost-effective cargo shipments.
- Coordinate with field teams to ensure effective coordination of goods being dispatched and have organized loaders, storage, and transportation for items being delivered
- Review all travel related invoices obtained from WFP/UNHAS and BPA Holders for accuracy and suggest/provide corrective measures – submit to finance on timely basis
- Maintain a working knowledge of all travel rules and restrictions, and help staff, consultants and grantees obtain all necessary paperwork to facilitate planned travels
- Coordinate accommodation facilities for Shejeh Salam Activity staff on duty to Juba or field, as well as arrange for conference facilities in Juba and keep track of spending and relevant BPA threshold limits.



- Ensure all relevant documents and transit and goods insurance coverage are obtained for road and air cargo movements before start of transportation.
- Any other tasks as assigned by your supervisor or Chief of Party.

Education and certifications:

- Minimum of post-secondary school Diploma in relevant field. Other relevant certifications will be considered

Key Position Competencies and Experience:

- At least Three (3) years of progressive experience working in logistics or operations departments while implementing donor-funded programming.
- Prior experience working on USAID-funded projects, including recent experience with stabilization, peacebuilding, and/or democracy and governance projects.
- Proficiency in Microsoft Office programs.
- Experience in overseeing travel and transportation responsibilities for a large donor-funded program in South Sudan.
- Effective written and oral communication as well as interpersonal skills.
- Demonstrated problem solving and analytical skills and good judgement.
- Be proactive, have strong prioritization skills, and ability to work cross-culturally.
- Possess demonstrated leadership skills, humility, and self-awareness.
- Fluency in English and Arabic preferred.



DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment.
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner.
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

Application Process:

To apply, please send your CV and Letter of Motivation as **one single document** to shejhsalam-administration@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, phone number, and three referees including active work emails and phone numbers; and DO NOT submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, July 4, 2022, at 09:00AM, CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

Please note that this is a **National Position for those legally holding South Sudan nationality certificates.**

DT Global South Sudan/Shejeh Salam is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global South Sudan prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

