

## Job Announcement-Logistics Intern

HI-SOUTH SUDAN

Position title	LOGISTICS INTERN
Position in duty Station	AWEIL EAST
Duration	5 Months
Working Day/time	From Monday - Thursday (07:30 AM - 05:00 PM) & on Friday from 7:30am-12:30pm
Salary	According to HI salary grade 50.173
Line Manager	Logistics Officer
Date of Advert	2 <sup>nd</sup> August 2024
Closing Date	22 <sup>nd</sup> August 2024

### Contextualization<sup>1</sup>

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities; persons with mental health issues; survivors of Sexual and Gender Based Violence (SGBV); Elderly Persons in need (EPN), and Orphans and Unaccompanied Minors. HI's current operations are centered in POC and IDP sites outside Juba city; as well as the host communities of Yei and Yambio in Central Equatorial and Torit in Eastern Equatoria, with the Country Office based in the capitol of South Sudan, Juba. Following requests from humanitarian partners through the Protection and Health clusters in mid-2014, HI launched its Flying Team mechanism, a mobile response that operated in South Sudan through integrated programming until 2020 and focused on providing inclusive humanitarian actions. Overall, about 50,000 direct beneficiaries (people with disabilities and other most vulnerable) are being targeted through functional rehabilitation, Individual protection assistance, MHPSS and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion and enhancing inclusiveness in humanitarian action. HI current programs are funded by SSHF - South Sudan Humanitarian Fund-, FCDO, MOFA Luxembourg, GFFO and among other donors. HI South Sudan was increasingly solicited to support external actors (UN agencies, INGOs, OPDs) on IHA to strengthen

### Job Purpose

<sup>1</sup> Mandatory for all positions: Geographical and/or Operational Context

Under the responsibility of the Logistics Manager and based in Aweil, the Log intern contributes within South Sudan Logistics as a key member of the support function and support all shared services related activities. Post holder is responsible to help supervisor and float ideas to maintain effective support system.

#### Missions / responsabilités<sup>2</sup>

##### Logistics Roles

- Ensure that HI procurement procedures are respected for every purchase conducted
- Collect quotations, suppliers' references, negotiate contracts with them (prices, delivery time, and payment terms), and make sure that HI is benefiting from the best deals available on the market.
- Ensure the adequate filling of purchases files: signatures, presence and validity of the documents, in order to guarantee accurate traceability of all purchases throughout the supply chain
- Provide updated procurement tracker on a weekly basis (every Friday)
- Organizing vehicle for daily staff movement within the base and organize transportation for HI staffs travelling to/from Juba
- Ensure timely servicing and maintenance of HI vehicle
- Ensure HI vehicles are fueled on a weekly basis and keep accurate fuel records and fuel consumption
- Evaluate, manage and monitor drivers
- Ensure the proper use of HI assets and equipment in the base
- Always know all the details concerning the equipment's: location, state, user, requisition number, price, donor and ensuring that the movement of HI assets is tracked and the necessary documentation is done when an asset changes its status
- Ensure internet is working, conduct regular backups of data, report immediately in case of any breakdown
- Responsible for the receipt, storage, accounting and reporting of all items in the office store (PPE, stationery, office and cleaning materials, project stocks)
- Conduct periodic inventory of stocks and review when needed
- Ensure house owner respects the lease agreements and provides power, water, internet and security guards for HI office.
- Organize accommodation for HI staffs visiting the base
- Provide vehicle report and logistics narrative (sitrep) to the Logistics Manager on a monthly basis

##### Other skills<sup>3</sup>

#### Application Submission

<sup>3</sup> To be completed only for profiles with a technical skill that does not appear in the function description

Version August 2021



All hard copy applications must be submitted to Aweil East County Action Against Hunger Office not later than 22nd August 2024. Due to urgency of this positions, all applications will be reviewed on a rolling basis.

Please Note :

01. This position is strictly for female South Sudanese
02. Persons with special needs and Women are encouraged to apply
03. This job description can be modified to align with the specific changes in the needs and context of the organization and project from time to time.

