

Vacancy announcement!



Position: Training Assistant

Reports to: Training Manager

Duty Station: Juba, with Frequent travel to INSO South Sudan Regional Offices

Start Date: As soon as possible

INSO does not charge fees of any kind at any stage of the recruitment process (i.e., during the application process, interview meeting or training), and will not ask for employee information or bank account details, until a contract has been signed.

Organisational Background

Founded in 2011, the International NGO Safety Organisation (INSO) is an international non-governmental organisation that supports humanitarian aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services, including real-time incident tracking, analytical reports, safety-related data and mapping, crisis management support, staff orientations and training.

INSO provides daily support to more than 1,000 NGOs operating in 16 of the world's most insecure countries.

INSO is headquartered in The Hague, Netherlands- the international city of peace and justice.

INSO South Sudan Country Office

Founded in 2018, INSO South Sudan addresses the insecure operating environment all NGOs face in the country. The platform currently supports 246 NGOs including many local partners, enhancing safety preparedness, and providing support through reports, alerts, trainings to humanitarian workers and more. We cover all ten states and three administrative areas in South Sudan with a country office in Juba and field offices in Yambio, Wau, Rumbek, Bentiu, Malakal, and Bor. Working with INSO South Sudan offers you the chance to be part of a dynamic and growing program alongside a diverse team.

Main Responsibilities of the Position

Provide general assistance and support during preparation of training

- As required by the Training Manager/Officer provide support on the ground for training delivery.
- a. **Logistics Support**
In conjunction with Logistics Officer, South Sudan:
 - Responsible for the procurement, selection, design and creation of training aids, classroom learning resources and other equipment.
 - Support procurement of services for training packages and delivery including consultants, venues, flights, accommodation, catering, and vehicles.

- Responsible for management of all training equipment and aids to include maintenance, serviceability, safe storage, safe transport, inventory, and accountability.

b. Administration

- Support the Training Officer in advertising and scheduling security trainings with INSO South Sudan partners.
- In conjunction with the Training Manager & Training Officer develop and implement lessons identified / lessons learned processes and recording systems
- Maintain the training database and assist in the production of training statistics and reports as required.
- Manage day to day correspondence, reports, and other documents related to the training program.
- Advertise training courses, compile, and organize all trainee applications. Prepare attendance rosters and assist in the planning & preparation for courses under the supervision of the training manager.
- Manage and maintain an inventory of serviceable training supplies, materials, and equipment, including safe storage and accountability.
- Manage and maintain all training records, certificates, and data bases.

The above duties are not exhaustive; flexibility is expected as you may be assigned any other duties that may not be listed above to meet the needs of the programme.

Education/Training

- University Degree in Business Administration, Project Management, or any other related field.
- First Aid qualification – or an ability to learn

Preferred Experience

- Experience in service-delivery
- Experience in a Humanitarian or civil emergency services



Technical Skills

- Good understanding of English language both written and spoken.
- Sound understanding of the importance of a safe and secure environment.
- Detailed understanding of Microsoft Word, PowerPoint, and Excel (excel pivot table required)
- Demonstrable experience in administration, logistics, budgeting, and procurement

Key Personal Competencies

- Attention to detail
- Honesty and integrity. The holder must exercise a strong work ethic and take responsibility for his/her own actions
- Ability to work under pressure.
- Ability to work in a multi-cultural environment
- Exceptional organizational and time management skills; able to work independently
- Ability and eagerness to learn.
- Capacity to work effectively and efficiently with minimum supervision.

- Flexibility with respect to working hours and tasks.
- Teamwork
- South Sudan is a hazardous environment the selected candidate must adhere to all security precautions and contribute to the security of the team. He must be able to exercise a large degree of common sense and personal discipline.

Languages

- English (working language): fluent, both speaking and writing.
- Fluency in any other two South Sudanese languages is an added advantage.



INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process.

How to Apply

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org by **09 February 2023, 16:00 hours** local time, and reference "**INSO Training Assistant, Juba**" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO South Sudan (**1-page maximum**).
- Up to date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to our Juba office at Thongpiny, off Airport Road, near Kilimanjaro Apartments, Plot No.479 Block 3k-South, clearly indicating "**INSO Training Assistant, Juba**" on the envelope.

Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective of gender, INSO is an Equal Opportunity Employer.

Please no unsolicited emails or phone calls.



On behalf of International NGO Safety Organisation (INSO)

Martin Oyugi
Finance Manager