



**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY AT WORLD VISION INTERNATIONAL – SOUTH SUDAN

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the role below:

'Female applicants are highly encouraged to apply'

Job title: Fleet Management & Staff Safety and Resilience Officer
Reporting to: Safety & Resilience Coordinator
Location: Greater Bahr El Ghazal Zone - Kuajok
Availability: As soon as possible

Purpose of the position:

To provide overall management of the entire fleet in zone and be the focal point staff for safety and resilience department. The position is required to ensure that vehicle and motor bike log books, insurance and driving permits are valid and everyday available with the drivers. The position will support management in crisis situations and critical incidents.

Major Roles and Responsibilities

Fleet Management

- Manage, long term strategies for professional fleet /transport management in the areas of planning, vehicle allocation, running cost control and monitoring, fleet standardization, technical management, vehicle replacement policy and Capacity building of drivers and other transport staff.
- Insure daily checking of WVSS-Greater Bahr el Ghazal vehicle and motor bike log books for use by all the drivers and riders.
- Daily driver's attendance at work and vehicle morning checklist should be used and all drivers must be available in the compound unless assigned to leave
- Maintaining departmental compliance with WVSS policies and procedures.
- Ensuring departmental adherence to applicable laws and regulations.
- Recordkeeping.

- Scheduling, routing, maintaining, and tracking transport vehicles.
- To ensure that vehicle and motor bike log books, insurance and driving permits are valid and everyday available with the drivers.
- Review the existing transport policy, develop and maintain affective operating systems, procedures, guidelines and databases and ensure similarities of their implementation across the country.
- Oversee the implementation and monitoring of fleet/transport management process and ensure standardized system for the whole operation as such.

Security Operations

- Work with the Zonal Program Manager, Country Security Manager and Regional Security Manager when asked to carry out Security Risk Assessments as required/directed.
- Context Risk Ratings are established and updated as required
- Provide input and support to management in crisis situations and critical incidents
- Conduct security investigations when required.
- Ensure Security Risk Assessments, Context Risk Ratings and Core Security Requirement standards, processes and procedures are completed in accordance with the current OCS guidelines and training.
- Ensure programme and projects budgets for core security requirements and provide relevant technical security advice in the development and implementation of projects in the Response Region
- To make sure WVI vehicles in Greater Bahr el Ghazal are equipped with VHF/HF Radios that will enable staff travels destination where about.
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- Ensure WVI assets are safe and protective in WES where they operates through security guards and report to the management.

Networking and External Liaison/Engagement

- Represent WV at local NGO security network meetings and ensure information from these groups is disseminated to relevant staff.
- Keep confidentiality with the Security SOPs.
- Build ongoing networks for sharing security information and coordination.
- Capacity Building and Technical Training
- Coordinate the assessment, development and implementation of the Response capacity building plan for security management based on local security risk assessments.
- Seek to develop a culture of security awareness and monitor staff compliance.

Reporting and Documentation

- Provide a regular security report to the Zonal Program /Security Country Manager Country Office and WVSS Security Coordinator Office.
- Ensure that all security incidents are reported in accordance with WV Security Policy .and put on incident report chart
- Conduct performance reviews of the field-based Security Assistants/Focal persons
- Collect, analyze and disseminate security information appropriately.

Capacity Building and Technical Training



- Coordinate the assessment, development and implementation of the Response capacity building plan for security management based on local security risk assessments.
- Seek to develop a culture of security awareness and monitor staff compliance.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's Degree in a related field or at least 5-7 years comparable related experience.
- Minimum 5 years' progressive non-profit work experience with international humanitarian Assistance programmes, supervisory experience; Minimum 3 years' overseas work experience; Minimum 2 years' security management experience in international humanitarian, military or police setting.
- First Aid Training
- **Other as desirable for the role.**
 - No previous criminal record or convictions
 - Exposure to the security field (public, private, government or NGO sectors).
 - Radio and/or Satellite phone communications experience, operations and management
- Excellent verbal communication skills in English and Essential
- Experience in providing administrative support to security function
- Demonstrated administrative and coordination skills
- Computer literate (Word, Excel, PowerPoint)
- Demonstrated personal values, attitudes and behaviors that are consistent with World Vision Core Values Essential
- Must demonstrate patience, tolerance, problem solving, open-mindedness and interest in social justice.
- Works independently with minimum supervision.
- Excellent communication skills in English and Juba Arabic strongly preferred.
- Mature in faith

World Vision South Sudan is willing to pay a competitive salary and benefits to the right candidate.

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan.**

Qualified female candidates are equally encouraged to apply

Indicate the position you're applying for in the subject line.

Applications should be submitted to this email recruitsdno@wvi.org or drop to the locations indicated above.

Closing date for receiving applications is: 7th November 2019

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

