



## **JOB TITLE**

### **Terms of Reference (TOR)**

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**Position: ICT- Intern**

**Duration: 3 Months**

**Location: Juba with possibility of field visits**

**Reports to: Senior Logistics officer**

#### **ABOUT RI**

Established in 1990, Relief International (RI) is a leading global humanitarian, nonprofit organization committed to transforming adversity into renewal for the world's most vulnerable populations. By partnering with communities on the front-lines, RI innovatively bridges the gap between immediate relief and long-term community development, providing them the tools and support they need to gain self-reliance.

#### **Summary**

Under the supervision of Senior Logistics officer, the ICT-Intern shall support in Assets management and IT administration activities required at Juba office level. DCD-operations may delegate additional roles in accordance with RI procedures . This specific role also requires fresh candidates from college, highly motivated, detailed solution oriented individual with excellent working knowledge of logistics to resolving operational critical challenges as they arise.

#### **Essential Position Responsibilities and Duties**

##### **1. IT Support**

- Support to ensure all IT equipment are well maintained to the required standards.
- Administer IT equipment that include, desktop computers, printers, routers, phones, Tablets/I pads, smartphones etc. for effective usage in support of programs implementations
- Work closely with the internet provider to ensure network connectivity throughout the organization infrastructure is on par with technical considerations
- Where required, troubleshoot problems reported by users through a formulated a daily plan so that all tasks are performed and nothing is overlooked
- In liaison with the Logistics officer maintain up-to-date asset registry for all IT devices

##### **2. Asset Management:**

- Under instructions and guidance of the senior Logistics officer, the logistics assistant shall conduct 100% physical asset inventory at Juba coordination office
- Properly update the asset register and tag all verified assets in line with RI policies and procedures.
- Reconcile all the assets against those in use and ensure all personal issue forms are updated.
- Generate status reports on un-verified assets for purposes of informing appropriate decision from the management.
- Record any damages or faulty items and arrange to have the fixed if possible/cost effective. If any broken assets are repairable, arrange for their repair with support from the logistics officer and in consultation with DCD Operations.

**Accountability**

- Responsible to ensure that all activities under this role is conducted in accordance with RI policies and procedures, donor regulations and local laws.
- Responsible to ensure that all allegations of breaches of the Code of Conduct by staff reporting to the DCD Operations or through RI incident reporting mechanisms
- Ensure the application of, and compliance with, security protocols and policies of you and your supervised staff.

**Qualifications and Requirements**

- Fresh Diploma/degree holders in Procurement/Supply Chain Management/Logistics or related field with strong IT background shall be an added advantage.
- High computer literacy level with expected proficiency in MS Word, Excel, PowerPoint, PDF, and Internet.
- Ability to work independently, take personal initiative, and multi-task including strong facilitation skills in an ever changing dynamic operational environment
- Excellent written and spoken English language skills.
- Excellent interpersonal skills, cultural awareness and ability to work effectively in an operational environment.
- The capability and willingness to be flexible and accommodating in sometimes difficult and challenging work situations.
- The role may require physical work and hence requirement for capability/willingness to take the challenge
- Commitment to and understanding of IR's aims, values and principles.

**RI Values**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability