



ICRC

International Committee of the Red Cross (ICRC), South Sudan



The International Committee of the Red Cross (ICRC) is an impartial, neutral, and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified applicants especially women and persons with disabilities.

### External/Internal Vacancy Announcement

FUNCTION: **Logistics Assistant**  
PLACE OF EMPLOYMENT: **Malakal, Upper Nile State**

#### Purpose

The Logistics Assistant provides logistics support in accordance with ICRC standards, regulations and financial procedures. His/her responsibilities include overseeing dispatch of vehicles in a safe, objective-driven, and economical manner and organizing drivers' assignments, planning and follow up field trips.

#### ACCOUNTABILITIES AND RESPONSIBILITIES

##### **Main duties and responsibilities**

- He/she assures the fleet team in Malakal SD works efficiently in a respectful and well-coordinated manner with all other departments.
- Coaches and trains drivers to prevent any incorrect use of vehicles including corruption, smuggling.
- Keeps tracks of all vehicle movements.
- Receives FTF's and compiles the weekly field trip planning.
- Analyses and mitigates risks (vehicle looting and safety hazards) in dangerous locations.
- Takes all necessary steps to implement the Delegation and Sub-delegation's security rules.
- Supports ongoing activities in the field.
- Filing and archiving of fleet related documents.

##### **Fleet management**

- Ensures that ICRC vehicles/boats are ready to be driven at any time with all the documentation, equipment and relevant tools, following ICRC standards and guidelines of the direct supervisor.
- Ensures that vehicles/boats, generators, and other fleet assets are used in an efficient and cost saving way.
- Monitors, controls, and reports on the use of vehicles/boats: reports shall be sent to Fleet Juba
- Instructs drivers when to refuel and when to clean vehicles.
- Ensures that ICRC vehicles, boats and generators are maintained according to the service schedule.
- Follows up on the repairs carried out by the workshop team.
- Records any accident / damage and ensures that proper documentation is submitted in a timely manner.
- Ensures that pre-departure vehicle/boat checks are properly done by drivers.
- Follows up registration documents for vehicles, local insurance, national technical controls.
- Monitors and records fuel consumption.
- Organizes and monitors the refueling according to ICRC procedures.
- Compiles the fuel reports of Malakal AoR, check, and put it on weekly bases on Team space.
- Updates petrol and diesel bin cards for Malakal AoR office in Team Space.
- If necessary, can act as a vehicle driver to support field activities.

##### **Dispatch Activities**



- Organizes and plans drivers' duties and assignments; dispatches the assigned vehicles to maximize efficiency of vehicles utilization according to ICRC standards and rules.
- Manages car dispatch to ensure the teams have access to vehicles and drivers as necessary for their projects.
- Create the weekly planning of vehicle movements ensuring the most efficient way.
- Dispatches vehicles during the working days and if needed during the weekends / public Holidays.
- Ensures good coordination with direct supervisor and/or other departments in the assignment of drivers.
- Is always aware of any trip's objective (who, when, why, where).
- Selects appropriate vehicles/boats and drivers for the trip in liaison with concerned department.
- Determines fuel needs for each field trip.
- Ensures conduction of trip briefing and debriefing.
- Ensures the drivers are instructed and monitored for correct and safe loading.
- Ensures the correct filling of Log FTFs and logbooks by drivers.
- Immediately reports any misuse of vehicles.

#### **Field trips / Convoys**

- Participates in organization & preparation of field trips and convoys in coordination with direct supervisor.
- Ensures the road checks are properly done prior to departure of convoy or a field trip.
- Briefs drivers and participants of field trips on the field trip procedures.

#### **Security**

- Is updated and aware always of a current security situation.
- Follows all security instructions passed by the direct supervisor.
- Distributes security instructions to all drivers.
- Verifies that all national traffic and ICRC security rules are applied.
- Ensures vehicles are parked safe and sound.
- Respects and strictly applies the ICRC security rules.



#### **Accidents**

- Reports any kind of accident including small ones such as scratches immediately to MAL Log and VFM.
- Respects all standard fleet procedures concerning accidents reporting.
- Collects all relevant information about possible damages caused by accidents and informs the supervisor immediately.
- Explains accidents reporting procedures to car users and assist them if needed.
- Upon request assists car users on the spot in case of accident.

#### **HR/Staff management**

- Ensures that the Performance management (PMD) of the team is carried out according to guidelines.
- Coaches and trains the drivers.
- Supervises the Performance Management & Development (PMD) activities for employees under her/his supervisor; organizes regular meetings within their team to ensure optimal coordination of the work and proper flow of information.
- Develops and maintains a conducive environment.
- Participates in conflict management.
- Follows-up and requests in coordination with Juba Fleet for support with drivers if needed.
- Monitors per diems / absence and overtime of department staff.
- Books ATRs for drivers.

#### **Other activities**

The Logistics Assistant might be asked to cover for other team members to do some or all the following tasks:

- Order management / Supply chain: To follow up on status of SR and serve as liaison between Malakal SD departments and Supply Chain department in Juba.
- Procurement, reception of goods: To follow up on the purchases with Juba Purchasing and pass the information to customers in Malakal AoR. Take charge of small purchases in the field and make sure all relevant ICRC rules and regulations of purchasing are respected. When needed the Log assistant can request price offers from suppliers in the field. Ensures that the best price for quality is obtained. Assures filing of purchasing documents is followed.
- Storage management: When needed checks orders, bills, items received, inventory and deliveries for accuracy. Ensures all the stock items are accompanied by the appropriate documents and that incoming and outgoing shipments are recorded accurately, keeping SD departments informed of arrival of goods.

#### **Compliance**

- Ensures that Human Resources processes are applied in a fair and transparent atmosphere.
- Ensures constant, smooth, effective and efficient communications in all Human Resources matters.
- Liaise with HR Officer, Finance and Administration Manager and Juba/HR for technical supports and advice.
- Liaises with SD and Juba Human Resources on employees' identity cards procession and renewals.



**Minimum required knowledge & experience:**

- Vocational high school diploma.
- Excellent command of English. Fluency in Arabic and languages spoken within the Malakal AoR are an asset.
- Computer literacy.
- Minimum 2- 3 years' experience in a similar field.
- Detailed knowledge of the local area.
- Experience managing diverse files in a multi-cultural working environment.
- Ability to efficiently manage multiple priorities and collaborate with different teams.
- Adaptability, teaching skills, and leadership abilities.
- Valid driving license is required.
- Ability to work independently and as part of a team.

**Application Instructions**

Applicants are requested to create an account online in the e-recruitment system via <https://www.southsudanjob.com> before applying. Hard copy applications can be submitted to the ICRC Country Head Office, located along Ministries Road, Amarat, Juba – South Sudan. **Online applications are highly encouraged**

All applications must be submitted online addressed to the **HR Manager**.

The deadline for application submission is on **Wednesday 17<sup>th</sup> April 2025 at 5:00 P.M.**

A one-page cover letter and a CV of no more than two pages, both in English, must be submitted to support your application. **Only complete applications will be considered.** Please note that this position is open only to South Sudanese nationals.

**We encourage persons with impairments to clearly indicate in their application how we can assist them during the recruitment process.**

**The ICRC does not tolerate fraud, sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. Therefore, selected candidates will be subject to rigorous reference and background checks. All staff hired by ICRC are also expected to follow the ICRC's Code of Conduct.**

**All applications will be treated with the strictest confidentiality.**

