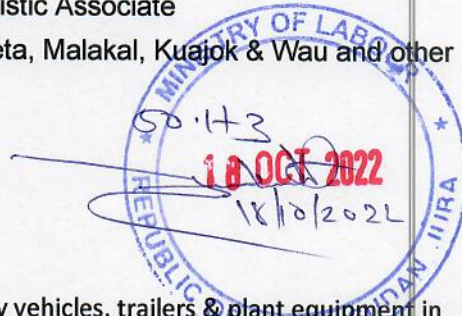




TERMS OF REFERENCE

Job Title: National – Boat Mechanic
Responsible to: Workshop Manager, Logistic Associate
Locations: Juba, Bentiu, Bor, Kapoeta, Malakal, Kuajok & Wau and other regions
Positions required: 10
Country: South Sudan
Deadline: 04/Nov/2022



General Description:

To service, maintain & repair all types of light / heavy vehicles, trailers & plant equipment in a safe, efficient & economical manner, deploying requisite skills & expertise. Working to the highest standards with/without close supervision to achieve an acceptable level of work throughout whilst always maintaining quality standards in accordance with the established procedures, normative guidelines as set in the Logistics Fleet Manual.

Key Tasks and Responsibilities:

- Examine, inspect & report thoroughly on the condition, or safety of any vehicle or equipment, including functional testing & the application of computerized service & diagnostic techniques.
- Service, maintain adjust or repair of boats, equipment or components utilizing the necessary tools, equipment & facilities in a safe manner within the standard job times defined by the vehicle / equipment manufacturer.
- Interpret & implement technical service data & statutory maintenance standards to ensure that all work performed is in accordance with minimum requirements defined.
- Repairing faulty hydraulic, steering, and electric systems.
- Apply the organisations policies in respect to maintenance practices & standards to ensure that these are fully implemented & that maximum benefit is obtained in terms of equipment availability & minimizing costs.
- Apply in a logical & progressive manner the appropriate diagnostic techniques to determine the cause or causes of reported malfunctions in vehicles, components, or systems. Also including recommendations for improvements & modifications designed to enhance safety & reliability.
- Use safe working practices & procedures at all times & in particular to comply with the organisations health & safety at work policy. Including the wearing of protective clothing & consideration for the environment.
- Loss or damage of Cargo, Spares, Tools or Equipment as well as Loss of Fuel in the care of the employee shall be deducted from the salary based on CIF value or Local Market



Rate, whichever is prevailing. This can also lead to penalties or dismissal to the Personnel and penalties on the Service Provider or Contractor.

- Share experiences gained with other staff members & strive towards creating good team building & harmonious atmosphere.
- Travel occasionally, as required by the organisation & perform any other duties as requested by immediate supervisor.

Expected output at the End of Contract:

- Complete work within MST's (Manufacturers Standard Times), to ensure that downtime is kept to a minimum.
- Work consistently completed to a high standard without customer complaints or repeat repairs.
- Displays initiative in overcoming technical problems & is an effective diagnostician

Team Management:

To liaise and cooperate with other Mechanics, Workshop staff and Stores personnel.

Reporting:

Persons Reporting: Semiskilled staff

Qualification & Experience:

- Minimum of 3 years of demonstrable relevant Maintenance experience.
- High school graduate. Completed "A" Levels/ Secondary School in Mathematics and English as main subjects.
- Two-year associate degree programs or shorter certificate programs are available for aspiring marine mechanics
- English is essential. Fluency in Arabic is desirable

Performance Criteria:

- Held the position of Mechanic or similar job in a Company/NGO with at least 3 years' experience gained in the relevant field.
- Proven work experience as a Marine Mechanic and knowledge of boat steering system.
- Ability to lift heavy equipment and work in confined space.
- Hold a full driving licence for all the categories of vehicle on which employed. This includes HGV (Heavy Goods Vehicles) licence of the appropriate type were employed on HGV repairs and maintenance.



To apply for this role please send your CV and Cover letter most preferably by email to the address:
southsudan@ctg.org

In Juba – please deliver your application to CTG office in Rock city near to South Sudan Football Associations.

IMPORTANT REQUEST

- Please make sure the subject of your email states "Locations on Application", or your application might be overlooked.

For hard copy deliveries kindly include position applied for on the envelope.





TERMS OF REFERENCE

Job Title: National – Storekeeper Supervisor (Fleets Parts Management)
Responsible to: Supply Chain Manager
Locations: Juba, Bentiu, Bor, Kapoeta, Malakal, Kuajok & Wau and other regions
Positions required: 10
Country: South Sudan
Deadline: 04/Nov/2022



General Description:

Working to the highest standards with/without close supervision to achieve an acceptable level of work throughout whilst always maintaining quality standards in accordance with the established procedures, normative guidelines as set in the Logistics Fleet Manual.

Key Tasks and Responsibilities:

Under the direct supervision of CO Supply Chain Manager and in co-ordination with store supervisor, the incumbent shall perform the following duties:

- Responsible for establishing and maintaining a complete supply chain transport/delivery network for all spare parts/ materials to deliver goods on a regular & timely basis.
- Responsible to ensure that all data of receipts/movement of material and assets is entered into FMS (Fleet Management System, Software application).
- Verify that quality of items to be procured/fabricated is of high standard and meet the requirements; also, advise on the specifications when necessary.
- Responsible to ensure that all spare parts and materials are stored in a safe, secure environment using the most efficient layout with maximum space utilisation and provide adequate treatment as necessary.
- Perform other stock-related duties, including returning, packing, pricing, and labelling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs
- Obtain and maintain the latest up-to-date spare parts catalogues, prices list, cross-reference, and superseded numbers for all operational Assets.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Ensure that all staff include SO Fleet are adequately trained in material management.

- Share experiences gained with other staff members and strive towards creating good team building and harmonious atmosphere.
- Travel occasionally, as required by the Organisation.
- Perform any other duties as requested by immediate supervisor.

Team Management:

Will liaise and co-operate with all WFP Staff and relevant commercial entities.

Reporting:

- Supply Chain Manager
- Workshop Manager



Qualification & Experience:

- Graduate from University.
- Completed a full Supply Chain Management course at technical college, university, or similar institution.
- Held the position of Storekeeper or similar job in a company/NGO with at least 3 years of experience gained in the relevant field.
- Comprehensive understanding and good working knowledge with database.
- Good working knowledge with complete Microsoft Office suite.
- Extensive experience gained using a computerised Fleet Management System, preferable although not a requirement.
- Experience gained in logistics and fleet field considered as asset.
- Excellent command of English.

Performance Criteria:

- Familiarity with standard concepts and best practices in a stock storage environment and expedited in an efficient manner.
- Skills to operate common office equipment
- Competencies in data entry, analysis, and management.
- Knowledge of proper bookkeeping and inventory management.
- Excellent written and verbal communication skills
- Physical ability to frequently lift and carry materials weighing up to 15 kg, and occasionally up to 30 kg.
- Responsible to maintain accuracy in inventory of all WFP assets at high level.



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TERMS OF REFERENCE

Job Title: National – Sharp Driver
Responsible to: Workshop Manager, Logistic Associate
Locations: Juba, Bentiu, Bor, Kapoeta, Malakal, Kuajok & Wau and other regions
Positions required: 10
Country: South Sudan
Deadline: 04/Nov/2022

General Description:

Required to transport cargo in the form of both food and Non-Food-Items in accordance with the Procedures & Normative Guidelines, as establish by WFP.

Key Tasks and Responsibilities:

Under the direct supervision of the Traffic Manager the incumbent shall perform the following duties:

- Perform a daily inspection of the vehicle and trailer and ensure that they are mechanically sound and to report any problems or defects to immediate supervisor.
- Carry responsibility for truck allocated and cargo and provide assistance and guidance to those vehicles under the convoy.
- Responsible for telecommunications and usage of GPS, HF & VHF radio & communications to inform Traffic Manager of progress and position on an hourly basis.
- Responsible for all security issues that may arise and always decide safest option for convoy and use careful judgement to ensure safe passage.
- In the event of breakdown or recovery, decide upon best course of action to recover vehicle in the safest and quickest manner without potential damage being caused by in this exercise.
- Ensure that sufficient funds are available for off-loading cargo where applicable.
- Ensure that the vehicle under direct responsibility is thoroughly cleaned and maintained in a good mechanical condition.
- Ensure that the Vehicle logbook is duly completed on a daily and timely basis free from errors to maintain good records.
- Ensure that the vehicle is always fuelled on time and make sure that the fuel consumption figures are maintained within the established parameters as set by WFP.

Expected output at the End of Contract:

- Responsible to ensure that the cargo loaded at Origin is safely transported to the Destination free from contamination, losses or damage, and held accountable for the same,

will witness loading together with tally clerk and ensure signing and endorsing of Waybill at destination.

- Held responsible and accountable for vehicle, trailer and any tools or equipment given to the driver (and signed for) and ensure that it remains in good condition.
- Loss or damage of Cargo, Spares, Tools or Equipment as well as Loss of Fuel in the care of the employee shall be deducted from the salary based on CIF value or Local Market Rate, whichever is prevailing. This can also lead to penalties or dismissal to the Personnel and penalties on the Service Provider or Contractor.
- Ensure that the vehicle and trailer are loaded (metric tonnes) in accordance to the established Payload of the vehicle and under no circumstances to exceed this limit. Cargo must be loaded uniformly and equally distributed for safety reasons.
- Drive always in a safe and responsible manner with due respect and attention for other vehicles, property
- Whilst the vehicle is in the workshop the driver shall assist in repairs & maintenance activities as required.
- Any accident that may occur must be immediately reported to supervisor and or other parties concerned.
- Driver will only travel to authorised destination and only load authorised cargo, under no circumstance shall deviate from this unless authorised by immediate supervisor.
- Manoeuvre a trailer at the Duty Station as required.
- Tow a trailer/truck on missions as required.
- Will perform any other duties as requested by immediate Supervisor.



Team Management:

Will liaise and co-operate with all other WFP employees and Cooperating Partners.

Reporting:

Persons Reporting: Logistic Associate, Traffic Monitors

Qualification & Experience:

- Minimum of 5 years of demonstrable relevant Transport experience and/or minimum of 5 years of demonstrable relevant Logistics experience.
- High school graduate
- English is essential. Fluency in Arabic is desirable.

Performance Criteria:



- Ensure that established route turn-around-times (expressed in Days / hours) and distances (expressed in kilometres) are within parameters set as well as respecting the established standard night out allowances, notwithstanding abnormal circumstances, such as security.
- Fuel consumption figures maintained within parameters set.
- Vehicle maintained in good mechanical condition; limited tyre wear free from any breakages in accordance to standards set by the Organisation.
- Cargo loaded, securely and safely, transported from Origin to destination in a secure dry environment and duly received in a good sound condition at the receiving location.
- Complete all Vehicle administrative documents (Vehicle Logbooks, Way Bills.) accurately and correctly and in turn, hand them over to Traffic Manager on a timely basis.
- Required to report on time for duty as per establish established working hours and sign the time sheet prepared for this purpose.
- Ensure that both loading / un-loading times are kept to a minimum acceptable level and to report any abnormal waiting times.
- Holder of a valid, clean heavy vehicles driving licence in accordance to the vehicle category assigned to drive in accordance to National Regulations.
- At least 5 years' minimum experience gained in the relevant driver licence category.

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TERMS OF REFERENCE

Job Title: National – Assistant Storekeeper (Fleet-Spare Parts Management)
Responsible to: Supply Chain Manager
Locations: Juba, Bentiu, Bor, Kapoeta, Kuajok & Wau and other regions
Positions required: 10
Country: South Sudan
Deadline: 04/Nov/2022

General Description:

Working to the highest standards with/without close supervision to achieve an acceptable level of work throughout whilst always maintaining quality standards in accordance with the established procedures, normative guidelines as set in the Logistics Fleet Manual.

Key Tasks and Responsibilities:

Under the direct supervision of CO Supply Chain Manager and in co-ordination with store supervisor, the incumbent shall perform the following duties:

- Responsible for establishing and maintaining a complete supply chain transport/delivery network for all spare parts/ materials to deliver goods on a regular & timely basis.
- Responsible to ensure that all data of receipts/movement of material and assets is entered into FMS (Fleet Management System, Software application).
- Verify that quality of items to be procured/fabricated is of high standard and meet the requirements; also, advise on the specifications when necessary.
- Responsible to ensure that all spare parts and materials are stored in a safe, secure environment using the most efficient layout with maximum space utilisation and provide adequate treatment as necessary.
- Perform other stock-related duties, including returning, packing, pricing, and labelling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Keep follow up on the required spare parts from Juba CO.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Travel occasionally, as required by the Organisation.
- Perform any other duties as requested by immediate supervisor.

Team Management:

Will liaise and co-operate with all WFP Staff and relevant commercial entities.

Reporting:

- Supply Chain Manager
- Store supervisor
- Workshop Manager

Qualification & Experience:

- Completed a Diploma or full Supply Chain Management course at technical college, university, or similar institution.
- Held the position of Storekeeper or similar job in a company/NGO with at least 2 years of experience gained in the relevant field.
- Comprehensive understanding and good working knowledge with database.
- Good working knowledge with complete Microsoft Office suite.
- Extensive experience gained using a computerised Fleet Management System, preferable although not a requirement.
- Experience gained in logistics and fleet field considered as asset.
- Excellent command of English.

Performance Criteria:

- Familiarity with standard concepts and best practices in a stock storage environment and expedited in an efficient manner.
- Skills to operate common office equipment
- Competencies in data entry, analysis, and management.
- Knowledge of proper bookkeeping and inventory management.
- Excellent written and verbal communication skills
- Physical ability to frequently lift and carry materials weighing up to 15 kg, and occasionally up to 30 kg.
- Responsible to maintain accuracy in inventory of all WFP assets at high level.

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- Perform other stock-related duties, including returning, packing, pricing, and labelling supplies
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Keep follow up on the required spare parts from Juba CO.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Travel occasionally, as required by the Organisation.
- Perform any other duties as requested by immediate supervisor.

Team Management:

Will liaise and co-operate with all WFP Staff and relevant commercial entities.

Reporting:

- Supply Chain Manager
- Store supervisor
- Workshop Manager

Qualification & Experience:

- Completed a Diploma or full Supply Chain Management course at technical college, university, or similar institution.
- Held the position of Storekeeper or similar job in a company/NGO with at least 2 years of experience gained in the relevant field.
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