3/10/2024 p

INTERNSHIP OPPORTUNITY- ADVERTISEMENT

Internship Title:

Logistics Intern

Organisation

Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance

Job Location

Torit Field Office, Eastern Equatoria State

Posting date

8th October 2024

Closing date: 16th October 2024

Job Responsibilities and Accountabilities

Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation, and emergency relief, implementing and supporting mostly health projects worldwide.

Our Do No Harm Commitment: Johanniter International Assistance (Johanniter) takes a zero-tolerance approach to sexual exploitation, abuse and harassment. This applies to our own organisation and extends to those we work with. Working together with others, we continue to strengthen our approach to safeguarding - by enhancing accountability, improving support for people affected by sexual exploitation, abuse and harassment, and driving cultural change through strong leadership. Our recruitment background check for Interns includes Safeguarding aspects. We have a zero-tolerance policy when people cause harm to others. Interns who misbehave or are complicit are held accountable for harmful actions. It is the Intern's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns are appropriately protected and respected.

Overall Terms of Reference for the Intern:

The Intern will support the provision of logistical support to the programme & Support Department in Torit EES while ensuring compliance to donor, organizational policies and procedures for effective programme delivery. H/She will receive relevant training in the areas of procurements, asset management, warehouse and inventory management, facilities and fleet management in close collaboration with the programme teams and Logistics/Procurement Officer.

Key Areas of the Training:

- Implement logistics functions in accordance to Johanniter and donor guidelines while ensuring strict adherence by programme and support staff
- Engage with programme staff to provide timely delivery of logistics support to pro- grammes.
- Support Logistics Assistant in processing procurement request in a timely manner while ensuring completeness, accuracy, and regular follow up in collaboration with programme and finance department
- Support Logistics Assistant in executing purchasing functions for goods, services and works of the right quality in the right quantities at the right price delivered to the right place at the right time
- Actively participate in receiving, verification of goods/services, clearly documenting and maintain an up to date procurement tracker



- Maintain accurate filing systems, with documented and supported records of logistics transactions for audit purposes both manually and electronically.
- Support with documentation for allocation of assets, tracking, labelling and mainte- nance.
- Support with proper record keeping for warehousing and issuing of inventory, physical inventory checks, storage conditions monitoring and other warehouse related activities.

Other (20%)

- Perform any other duties and task as maybe assigned by the Logistics Assistant.
- Actively participate in capacity building activities to improve own capabilities when called upon.

Person Specification

- A Fresh Graduate from a recognized Institution, with a Bachelors Degree in Human Resource Management or Business Administration.
- Recent graduate, preferably no more than three years from graduation time.
- A South Sudan national, preferably a resident of Torit town
- Familiarity with MS Word, MS Excel and Outlook.

Skills

- Remains productive even when under pressure and take initiative for own learning.
- Works collaboratively with team members to achieve results
- Relates and works well with people of different cultures, gender and backgrounds
- Good communication skills
- Strong working knowledge of English (spoken and written) and a functional Arabic is a plus
- Basic knowledge of computer use, MS Word, MS Excel, internet required.
- A Republic of South Sudan national PREFERABLY living in Torit

Please note:

This ToR is dynamic and can be adjusted in interest of learning therefore the intern is obliged, apart from the above-cited areas, to fulfil - on demand by his/her supervisor – other tasks/areas of learning that belong by its character to this post or are necessary due to operational needs.

It is Johanniter's responsibility to create an environment built on integrity, respect and accountability, in which all staff and volunteers are comfortable to work and feel safe. We have a zero tolerance policy when people cause harm to others. Those who misbehave or are complicit will be held accountable for harmful actions. It is the employee's/Intern's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter.

The position is open for: SOUTH SUDAN NATIONALS ONLY How to apply;

Hand deliver your updated CV with three recent professional Referees, motivation letter and certificates to **Johanniter Torit Field Office, Located in Hai Morwari Residential Area - Opposite CDOT** not later than **2:30 pm of 16th August 2024 South Sudan Standard time.**

Please indicate the Tittle of the Position you are applying for at the cover of the envelope and only shorted listed candidate will be contacted for the interview.

DO NOT SUBMIT ORIGINAL DOCUMENTS:

All the photocopies will remain the property of Johanniter International Assistance