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15/9/21



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. JBA-2021/09/15/001

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

Position Title:	Supply Chain Assistant (Handyman)
Reports to:	Supply Chain Manager
Duty Station:	Juba
Contract Type	12 months with possibility of extension depending on funding
Eligibility:	South Sudanese Nationals Only.
Employment Start Date:	October, 2021
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	5 th October 2021, 5:00 PM, EAT

Overall purpose of the role:

General support assistant handyman is responsible of overall compound cycle management in Juba DRC Office/Residence South Sudan, the staff shall be of SC department in Juba, SSD.

Responsibilities and Tasks

The main duties are mainly overseeing the facility functioning of electrical, plumbing, welding and wiring in all DRC residence and offices within Juba:

Contract Management

- Updating maintenance tracker and share with Juba staff weekly



- Check control and ensure the quality of documentation that are going to BE sign such as LVO, PR and other compound maintenance documents are upto date and well detailed.
- Maintain records for correspondence and documentation in relation to established tasks and those in progress.
- Ensure always the functioning of DRC two (2) generators and vehicles have sufficient fuel to run for more twenty-four hours/day and seven a week – 24/7.
- Raise orders for procurement of some items that related to compound management/facility within the accommodation/office, such as contracts and inform suppliers for invoice issuing, according to the contract provisions. Receive goods for facilities, ensure the proper documentation is attached and forward for payment.
- Perform electrical repairs in community areas, including lights and laundry
- Ensure mechanical equipment is in working order and fixed as necessary
- Complete general building cleaning and maintenance
- Install and replace floors, stairs and piping as needed
- Repair and paint doors, windows, walls, ceilings, roofs and other parts of the building
- Maintain trash and recycling receptacles around the facility
- Maintain and repair air conditioning and heating systems as required

Monitoring compound activities

- Maintain up to date supplier database for all compound and activities vendor/ service providers
- Create and maintain a Contract database for preferred service providers
- Create and maintain a Low Value Order (LVO) database
- Ensure both physical and electronic archiving for all activities related to compound maintenance

Reporting

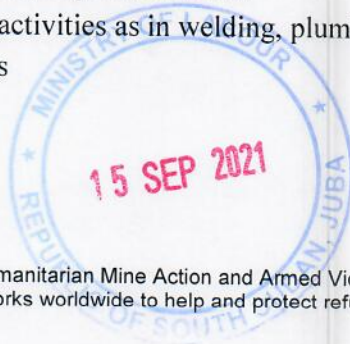
- Assist the SC team leader on monitoring the residence maintenance records.
- Assist the SC team leader on monthly reporting


Other Tasks

- Support mechanic in changing of oil filter and generator's monthly services
- Any other task, as assigned by the manager/ supervisor

Experience and technical competencies: (include years of experience)

- 2 years of experience in a similar position
- Knowledge of engineering, Mechanical and plumbing plus.
- Excellent communication, negotiation skills
- Good vocational skills activities as in welding, plumbing, electrical skills
- Data management skills



<p>Education: (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> • Business Administration, • Civic Engineering /mechanical skills 	<p><i>Find the definition of DRC's Core competencies here</i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p>
<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> • English- Excellent, especially in written • Arabic - Excellent <p>Any other South Sudanese dialect/ language would be an asset</p>	<ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values
<p>Key stakeholders: (internal and external)</p> <p>Internal</p> <ul style="list-style-type: none"> • Supply Chain Manager • Supply Chain Team Leader • Finance Manager • DRC staff at residential area <p>External</p> <ul style="list-style-type: none"> • DRC Suppliers 	

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo. **OR** Submit your hard copy application to the Human Resource department to the attention of HR/Admin Officer DRC-DDG office in Juba OR any nearby DRC Office. Title of the position/vacancy number **MUST** be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age.

NOTE: Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one Week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website

<http://www.comms.southsudanngoforum.org> for other suitable opportunities.

