



Vacancy announcement!

Position: Logistics Assistant
Reports to: Operations Manager
Duty Station: Juba, with possible travel to INSO South Sudan Regional Offices
Start Date: As soon as possible

INSO does not charge fees of any kind at any stage of the recruitment process (i.e., during the application process, interview meeting or training), and will not ask for employee information or bank account details, until a contract has been signed.

Organisational Background

Founded in 2011, the International NGO Safety Organisation (INSO) is an international non-governmental organisation that supports humanitarian aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services, including real-time incident tracking, analytical reports, safety-related data and mapping, crisis management support, staff orientations and training.

INSO provides daily support to more than 1,000 NGOs operating in 16 of the world's most insecure countries.

INSO is headquartered in The Hague, Netherlands- the international city of peace and justice.

INSO South Sudan Country Office

Founded in 2018, INSO South Sudan addresses the insecure operating environment all NGOs face in the country. The platform currently supports 246 NGOs including many local partners, enhancing safety preparedness, and providing support through reports, alerts, trainings to humanitarian workers and more. We cover all ten states and three administrative areas in South Sudan with a country office in Juba and field offices in Yambio, Wau, Rumbek, Bentiu, Malakal, and Bor. Working with INSO South Sudan offers you the chance to be part of a dynamic and growing program alongside a diverse team.

Main Responsibilities of the Position

- 1. Travel Arrangements**
 - Facilitate visas obtention and registration for INSO staff and other visitors visiting INSO Offices.
 - Organize cargo transport from/to field locations.
 - Arrange Airport Transfers for staff visiting and those departing from Juba.
 - Organize accommodation/Hotel bookings when required for staff local travel.
- 2. Procurement**
 - Obtain pricing information and ensure quotations meet required standards.
 - Ensure goods delivered/received meet agreed specifications.
 - Ensure procurement of goods and services is done following value for money principle.

3. Vehicle Fleet Management

- Ensure planning of vehicle utilization in Juba.
- Ensure drivers follow the regulations (safety and security, movement planning, ...)
- Ensure vehicles are in good working condition- safety belts, fire extinguishers, first aid kit
- Implement the specific procedures to ensure and to monitor that the vehicle and other motorized equipment (generators, pumps, etc.) inventory, documentation and first aid kits are inspected monthly; that maintenance services...

4. Goods and Stock Management

- Stock taking of consumables and provide monthly reports.
- Issue staff with consumables as and when required.
- Manage the store and ensure its security.
- Manage the fuel consumption (generators and vehicles).
- Analyze any discrepancy in the stock consumption and report to the line manager



5. Office & Guest House maintenance

- Ensure office and Guest house premises and its equipment are in good shape and properly maintained (cleaning, repairs, fire extinguishers, plumbing, electricity, minor works).
- Follows up the consumption of utilities, consumables & office supplies and immediately flagging to the Operations Manager any issues or areas that need to be addressed.
- Ensure the sewage are removed efficiently and the tracking is properly done for office sewage collection.
- Liaise with guesthouse compound manager (landlord representative) for DSTV renewals, water supply systems, generators management and maintenance activities in the event of minor to major problems and inform the line manager, to actively propose solutions. In that case, s/he guaranties the quality of any maintenance of premises.
- Make sure any technician in the compound is strictly supervised.
- Ensure regular maintenance of INSO installations / infrastructures (office, house, store, etc.), to ensure the best operational working and living conditions particularly in line with a preventive maintenance plan (procedures to follow, schedule, etc.).

6. Assets Follow up

- Ensure entrusted assets are in good working condition and report those that need repairs.
- Support the Physical Asset Verification.

7. Others

- Fully Comply with INSO Policies and Procedures.
- Observe and maintain confidentiality and safety of any documentation or procedures as outlined by INSO.
- Support other admin-related work that relates to INSO operations as requested by his/her hierarchical supervisor.
- Immediately inform the line manager of any problems that arise in the course of the work, particularly about damage, loss, theft, or attempted break-ins.



Qualification and Experience

Knowledge, Skills, and Experience

- Bachelor's degree in business administration/logistics and procurement, HR/Finance educational or relevant working experience (min 2 years) in the role with a minimum of a diploma.
- 2 Years' practical Experience working in logistics management, administration, asset management, fleet management.
- Previous work experience with NGOs would be a strong asset.
- Computer literate (good knowledge of use of MS Office 365 package).
- Fluent in English (spoken and written).

Key Personal Competencies

- Strong Communication, interpersonal and coordination skills
- Attention to details
- Ability to work under pressure.
- Ability to work in a multi-cultural environment
- Capacity to plan and manage your own time effectively.
- Ability and eagerness to learn.
- Capacity to work effectively and efficiently with minimum supervision.
- Flexibility with respect to working hours and tasks.
- Teamwork



Key Personal Competencies

- Attention to detail
- Honesty and integrity. The holder must exercise a strong work ethic and take responsibility for his/her own actions.
- Exceptional organisational and time management skills; able to work under pressure and independently
- Willingness to learn and ability to work in a fast paced, multi-cultural and close-knit team to deliver tangible results on a deadline
- Ability and eagerness to learn.
- Capacity to work effectively and efficiently with minimum supervision.
- Flexibility with respect to working hours and tasks.
- Teamwork

Languages

- English (working language): fluent, both speaking and writing.
- Fluency in any other two South Sudanese languages is an added advantage.

INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process.



How to Apply

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org by **03 February 2023, 16:00 hours** local time, and reference "**INSO Logistics Assistant, Juba**" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO South Sudan (1-page maximum).
- Up to date CV (2 pages maximum).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to our Juba office at Thongpiny, off Airport Road, near Kilimanjaro Apartments, Plot No.479 Block 3k-South, clearly indicating "**INSO Logistics Assistant, Juba**" on the envelope.

Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective gender. INSO as an Equal Opportunity Employer.

Please no unsolicited emails or phone calls.

On behalf of International NGO Safety Organisation (INSO)
Martin Oyugi
Finance Manager

