



Approved



MAG South Sudan
Plot No. 1 Block 1, 1st Class Area
Jondoki Kamiru,
Bilpham Road, Adjacent to Ezentus
Juba, South Sudan

TEMPORARY POSITION 90 CALENDAR DAYS FROM THE START OF CONTRACT
ADVERTISEMENT- ASSEST/INVENTORY SUPPORT MANAGER
Open to South Sudanese Nationals Only

Employer: Mines Advisory Group (MAG)
Department: Logistics
Reporting to: Head of Support Services
Base Location: Juba, South Sudan
Working Area: South Sudan

MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

Summary of the Position

MAG is looking for qualified Assets/Inventory Support Manager. The postholder will be responsible for implementing a complete inventory of assets in MAG South Sudan programme and leading the roll-out of the new assets management system. He/she will also ensure capacity-building of the programme team, through general training sessions and day-to-day coaching of the Logistics Officer.

The postholder's location will be based on programme need. It is expected that the postholder will be based in Juba with very regular travel to field locations.

Principle responsibilities

Assets inventory

- Implement a complete assets inventory across all programme locations (Juba Ops Base and field sites)
- Fully update the existing assets list, ensuring all information is captured and up to date
- Coordinate with finance department to collect missing information with regards to donor and purchase information when possible

Assets disposal

- Once the inventory is completed, design and implement a disposal plan for unserviceable assets
- Coordinate with technical departments (Operations, IT, Fleet, Security) to ensure comprehensive assessment of the items condition

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MAG is co-laureate of the 1997 Nobel Peace Prize.
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- Identify local disposal options (donation to organizations, reselling, waste collection companies...)
- Review MAG and donor regulations with regards to assets management, and ensure compliance of the disposal process, with authorizations from donors when necessary
- Prepare and file all required documentation for assets disposal

New assets management system

- Coordinate with HQ/Global Logistics team to setup the online assets management system (Asset Tiger) for use at programme level (users, departments, categories...)
- Import updated assets information into the system
- Provide trainings on the new management system to all stakeholders and users at programme level (Logistics, Finance, Operations)
- Provide day-to-day coaching of the Logistics Officer and Logistics Assistant in charge of assets, to ensure proper understanding and use of the new management system

All staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Experience in logistics and assets management
- Experience in conducting large inventory process in a fast-moving environment
- Experience in change management and implementation of new processes and tools for logistics
- Experience in designing and delivering trainings sessions, and day-to-day capacity-building of national teams

Essential Skills and Knowledge

- Knowledge of assets management procedures and good practices, and donors' guidelines
- Ability to develop and maintain clear record keeping systems
- Excellent organisational skills with the ability to coordinate and prioritise activities.
- Excellent literacy, numeracy and IT skills (e.g. Word/Excel).
- The ability to communicate with clarity and credibility on paper and face-to-face.
- Verbal and written English language skills.





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Essential Aptitude

- Innovative and proactive with a problem-solving approach where systems can be improved.
- Determined and committed to the highest quality standards.
- Ability to establish and maintain effective working relationships at all levels
- Ability to meet deadlines and work calmly under pressure.
- Ability to handle and prioritise a heavy workload.
- Interest in and commitment to MAG's humanitarian and capacity building mandate.
- Self-motivated, flexible and enthusiastic approach to work.

Qualifications

- Relevant certification in Logistics Management

Desirable

- Previous experience of Asset Tiger or similar online asset management system
- Previous experience in, or exposure to Humanitarian Mine Action.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

As part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed. MAG is committed to the principles of diversity, equity and inclusion and is an equal opportunities employer. If you think you would be suited to one of our roles, we would welcome your application regardless of your background and strongly encourage females or those with disabilities to apply. We strive to provide an inclusive and supportive working environment where all employees feel respected and supported in fulfilling their potential.

All aspects of employment and recruitment, whether this be as an initial hire or an internal promotion, will be based on merit, qualifications, competence, performance and organisational needs. **MAG (or any party associated with MAG in the process of recruitment) does not charge a fee (or accept any gifts or favours) at any stage of the recruitment process (application, interview meeting, processing),** if you have any concerns in this area these should be reported to the County Director.

HOW TO APPLY:

Qualified and interested candidates should submit a cover letter with a CV (must have at least 2 referees with the recent employer and work email and telephone contact), copies of academic certificates and Nationality ID card to: -

MAG South Sudan Juba Office Bilpham Road, Adjacent to Ezentus, Juba, South Sudan or Email; recruitmentss@maginternational.org by 21st December 2022, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Please clearly indicate the position you are applying for on the subject and on the envelope for hand delivery.

Only shortlisted candidates will be contacted for interviews.

NOTE: Do not attach original certificates. MAG will not return application documents to applicants.

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

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