



**VACANCY ANNOUNCEMENT**

**Job Title:** Security & Logistics Officer  
**Location:** Juba, South Sudan  
**Supervisor:** Humanitarian Project Director /Country Lead

**GENERAL FUNCTION**

Internews Network is an international media development organization based in Arcata, CA and Washington, DC whose mission is to empower local media worldwide to give people the news and information they need, the ability to connect, and the means to make their voices heard. Internews has been working in South Sudan since 2006 to establish community radio stations across the country, and to train South Sudanese journalists to operate them. We also implement other activities across the sector, including actively working to meet the critical information needs of the South Sudanese communities.

**Project Summary**

Internews is implementing the "Voices on the Move" Project in Jamjang, Maban and Renk project funded by the Department of State's Bureau for Population, Refugees, and Migration (PRM). The project is focused on establishing safe, accessible, and live-saving information services that mitigate protection and health risks and optimize the effectiveness and efficiency of humanitarian response services for refugees, returnees and host community.

**Position summary**

The Security and Logistics Officer will be responsible for coordinating and ensuring there is sufficient security, Internews procurement, operations and Security activities in South Sudan and to support field teams where necessary. The position requires sound knowledge of Procurement processes, vehicle mechanics, good management skills especially in forward planning, and excellent communication skills.

**Key Responsibilities**

**Procurement Management:**

- Manage all international and local procurement activities for Internews South Sudan, ensuring that they comply with both Internews and BPRM rules and regulations.
- Provide expert advice and technical guidance to both field staff and the Juba office on procurement policies and procedures, ensuring that all staff are well-trained and capable of operating within these guidelines.
- Work closely with the project department to assess procurement needs, offering technical support on specifications, cost implications, and logistics to ensure timely and safe delivery of goods to Juba and field locations.
- Lead procurement, ensuring the preparation of procurement plans and the efficient implementation of procurement processes, including the issuance of RFQs, bid evaluations, and supplier negotiations.
- Collaborate with the Finance Department to ensure that all procurement activities are aligned with the correct project and account codes before the final ordering and delivery of equipment and materials.
- Maintain and update a tracker sheet for all supplier contracts, manage invoice reconciliation, and ensure timely payments to vendors, in compliance with Internews policies.

**Logistics & Transport Management:**

- Oversee the transport department, ensuring that all drivers maintain the highest safety and security standards.
- Ensure that all vehicles are duly fueled, lubricated, cleaned, serviced, and maintained. Monitor vehicle servicing, manage repair quotations, and liaise with service providers to maintain fleet operational capacity.





- Collate vehicle movement requests, produce daily and weekly schedules for drivers, and manage UNHAS flight reservations to ensure efficient and effective staff movement.
- Liaise with the Ministry of Transport to ensure that all vehicle registrations are valid and that vehicles are roadworthy and safe for operation.
- Monitor fuel usage and quality, report any irregularities or discrepancies, and maintain an efficient vehicle fleet filing system.

#### **Security Management:**

- Ensure that all security measures are in place and that staff and assets are always protected. Assist with the onboarding process for new personnel, ensuring that they are well-versed in security protocols.
- Investigate and report on any vehicle incidents, ensuring that all necessary actions are taken to prevent future occurrences.

#### **General Support:**

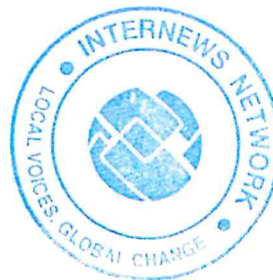
- Assist in the vetting process for all Internews contractors, consultants, and vendors, ensuring compliance with donor requirements. Provide support to other team members during their leave to ensure the continuity of program activities.
- Ensure proper documentation of all local partner and HQ contracts, maintaining organized files in BW and Egypte folders for easy reference.
- Undertake any additional tasks deemed necessary by the supervisor, ensuring that all program operations run smoothly.

#### **ESSENTIAL SKILLS AND EXPERIENCE:**

- Relevant Degree in Supplies Management; or Business Management
- Minimum 3 years of experience in Operations and Fleet Management
- Demonstrate the capacity to plan movements so that Internews assets are used in an efficient manner.
- In-depth knowledge of vehicle mechanics is essential
- Strong Working knowledge of Excel
- Comprehensive knowledge of Microsoft Office suite, internet, Adobe Reader and email protocol
- Strong English language skills, both written and oral.
- Good interpersonal skills
- Well-developed organizational skills
- Ability to work effectively under pressure
- Meticulous attention to detail
- Ability to lead and coordinate a team through strong communication and diplomatic skills
- Sensitivity to cross-cultural dynamics in the workplace and experience supervising staff
- Must be self-reliant, resourceful, good problem-solver, good humored, and flexible
- Proficient in the use of VHF radio
- Fluency in English required
- South Sudanese nationality required

#### **How to apply**

- 1) Email your application to [SS-Recruitment-mbx@internews.org](mailto:SS-Recruitment-mbx@internews.org).
- 2) Include an attachment of your resume / CV and cover letter with three professional references
- 3) Indicate on the email subject the position you are applying for "Security & Logistics Officer"





**Note:**

- That, only shortlisted candidates will be contacted for interview.
- That, the closing date for receiving applications for this position is 25<sup>th</sup> September 2024 at 5:00 pm Juba time
- That, applications received later than this date will not be considered.
- That, due to the number of applications we receive, only shortlisted candidates will be conducted.
- That, this position is open to South Sudanese nationals only.
- Please note that this position needs to be filled rapidly. Applications will be reviewed on a rolling basis.

