



## **SPECIAL VACANCY NOTICE IOM/JUBA/SVN2022/20**

**Open to Internal and external candidates**

**Position Title : Senior Core Pipeline Assistant**

**Duty Station : Juba – South Sudan**

**Classification : General Service Staff, Grade 7**

**Type of Appointment : Special Short Term, 6 months with possibility of extension**

**Estimated Start Date : As soon as possible**

**Closing : June 03, 2022**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates.

IOM in South Sudan has a broad range of programming centred around three broad areas: humanitarian coordination and support; humanitarian response and resilience; and peacebuilding, transition and development. Humanitarian coordination and support includes leading/co-leading the Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (NFI) Clusters, Displacement Tracking Matrix (DTM), Water, Sanitation and Hygiene (WASH) and management of WASH and Shelter and NFI core-pipelines, humanitarian hubs and common transport services. Humanitarian response and resilience includes CCCM, WASH, Shelter & NFI, health, protection, gender equality and inclusion, mental health and psychosocial support and the management of a Rapid Response Fund. Under peacebuilding, transition and development, IOM South Sudan implements

programming on housing, land and property Page issues, transition and recovery, transhumance conflict prevention, community-based violence reduction, community development and migration management.

Under direct supervision of the Core Pipeline Coordinator at IOM South Sudan, the incumbent is responsible for coordinating and monitoring project implementation activities to ensure timely and efficient provision of common pipeline supplies to IOM Core Pipeline partners' WASH and S-NFI responses across South Sudan.

1. Support Core Pipeline Coordinator to ensure sufficient S-NFI and WASH core pipeline stocks are available in IOM's warehouses and provide regular online weekly update of the stock status to both S-NFI and WASH Cluster.
2. Facilitate the prepositioning of supplies to all IOM (and IOM partner's warehouses as necessary) logistical hubs in South Sudan, monitoring loading of items according to accurate quantities in final preposition plan and pipeline requests, maintains a record of completed dispatches and track pending dispatches.
3. Coordinate Shelter-NFI and WASH pipeline supplies procurement process including preparation of procurement plans, long-term agreements (LTAs) renewal, prepare procurement request forms (PRFs) and closely follow up the progress with procurement unit.
4. Monitor the quality control and assurance process for all pipeline supplies which includes the quality test of samples received, visual control and quality inspection of supplies procured and delivered to IOM.
5. Ensure all documents related to pipeline projects are complete, in order, and updated for filing. Do the routine monthly checking of the completeness of pipeline documents filing which covers pipeline request, assessment reports, distribution reports, waybill and packing list, PRF, PO, Sample test reports, withdrawal requests, and SRFs, and other related documents.
6. Coordinate with Logistics Cluster and IOM logistics unit for pipeline supplies preposition through road and barge transport and supplies delivery from log base to field locations for S-NFI partners' distributions.
7. Prepare training materials and information sessions on core pipeline supplies, including updated brochures of each item, and plan and deliver regular training to warehouse staff on the pipeline management.
8. Prepare the monthly report and other reports are required for Pipeline Coordinator on pipeline status, supplies preposition status, supplies under procurement and en-route to South Sudan, response locations and beneficiaries number reached, and other reports required.
9. Support Pipeline Coordinator to prepare the quarter and annual report of Pipeline projects.
10. Facilitate the annual signing/renewal of the Memorandum of Understanding (MoU) of partners and maintains the database and filing of all legal agreements of the Core Pipeline Unit with its partners and stakeholders.
11. Travel to IOM field logistics hubs or warehouse locations for stock monitoring purposes and training of warehouse staff.
12. Maintain regular communication with Clusters (S-NFI, WASH, and Logistics clusters) and all partners related to management of pipeline requests and supplies movement.

13. When required, and upon approval from Core Pipeline Coordinator, to support IOM Shelter and NFI responses in the field including assessment, verification, distribution, post-distribution monitoring, spot-check and follow-up in coordination with relevant stakeholders.
14. Train, guide and supervise work of Pipeline Assistants.
15. Perform other duties that fall within the competency and responsibility of the position

### **Desirable Qualifications and Experience.**

#### **Education.**

- Completed Bachelor's Degree or higher Diploma in development studies, administration, sociology, logistics or a related field

#### **Experience.**

- Five (5) years of relevant professional experience in Pipeline management
- Prior experience working with a United Nations agency, in insecure environments
- Proven experience in procurement and logistics and/or S-NFI and WASH program implementation

#### **Skills.**

- Strong computer skills, specifically hands-on experience in usage of MS Office, particularly EXCEL, MS WORD and Outlook
- Knowledge of South Sudan and working with internally displaced people
- Knowledge of working with the humanitarian cluster system
- Excellent operational, analytical, organizational and communication skills
- Proven skills/experience in report-writing

### **Desirable Competencies.**

#### ***Behavioral***

The incumbent is expected to demonstrate the following values and competencies:

#### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

#### **Core Competencies**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

- Delivering results; produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication to explains complex matters in an informative, inspiring and motivational way.

### **Managerial Competencies**

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust; creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision; works strategically to realize the Organization's goals and communicates a clear strategic direction.

### **Technical**

- Displays mastery of subject matter
- Display awareness of relevant technological solutions and sustainability
- Execute tasks in a timely and accurate manner
- Coordinates and corresponds in a clear and concise manner
- Seeks to improve efficiency in tracking, monitoring and evaluating
- Follows up tasks to ensure timely completion
- Proactively develops new ways to resolve problems
- Allocates appropriate times and resources for own work and that of team members
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Demonstrates commitment to gender equality and prevention of GBV.
- Creates a respectful office environment free of harassment and retaliation and promotes the protection from sexual exploitation and abuse (PSEA).

### **Languages:**

Thorough knowledge of English language is required. Knowledge of local languages is essential.

### **Method of application:**

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#Yi5g> and submit a letter of motivation and curriculum vitae marked "**Senior Core Pipeline Assistant**" to e-mail: [vss@iom.int](mailto:vss@iom.int). Applications sent through email need to reflect the position title and vacancy number on the subject line. **Strictly On-line Applications will only be accepted.**

**Note: Incomplete applications will not be considered valid.**

**Women are highly encouraged to apply**

**Deadline for applications: June 03, 2022. Only short-listed applicants will be contacted.**

**Posting Period: 20 May 2022 to 03 June 2022**