

11th January 2017



Save the Children

External/Internal Job Re-advertisement VA No. SC11112017

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

Job Title:	Logistics Officer (1 post)
Location:	Rumbek
Reports to:	Field Manager
Contract Period:	4 Months



JOB PURPOSE:

To provide effective, efficient and high-quality logistics support for the Rumbek program site in line with the Save the Children International South Sudan country logistics strategies, policies and guidelines and in line with legal compliance and organisational good practices.

KEY AREAS OF RESPONSIBILITY:

Key accountabilities include

Stock Management

- Ensure that all procured materials are properly stored and correctly recorded. That the stores in Rumbek are maintained following standard SC procedures.
- Ensure that the movement of inventories IN and OUT of the stores is correctly documented; authorized and paper work is done as per procedures. E.g. SR, GRN and WB.
- Alert the relevant Field Office/Program Manager/Requester about the receipts and dispatches and coordinate with them, as it may be necessary.
- Ensure that Stock Cards, Bin Cards are updated and stock reports are produced and circulated to Logistics Coordinator/Line Manager.

Assets Management and Inventory

- Maintain and update the Assets Register and Equipment Register for the Rumbek office and coordinate with Logistics Manager/Line Manager on status, issues.
- Ensure that all the changes to the assets & equipments locations, conditions are reflected in respective registers in a timely manner. Any discrepancies are reported immediately.
- Ensure that all assets of the programme are labelled correctly and ID cards created.
- Ensure that the assets that are issued to staff are authorised, recorded and necessary paper work exists as per the policy of Save the Children.
- Ensure that all assets are properly maintained and looked after. Any mis-use and abuse is reported and senior management is updated on the status and issues related with assets.

General Work and Filing

- Implement standard Save the Children logistics systems and procedures and provide training and support to other colleagues in logistics or programme teams, as it may be required.
- Ensure that health and safety policy is implemented and matters related to safety and security is reported to the Security Manager and the senior management.
- Ensure that all paper work is kept according to the policies and procedures of the organization and filed neatly with supporting documents in respective files.

Procurement

- Receive Purchase/Field Requests and coordinate with the requesting office/department on specifications, quality and delivery time, as necessary.
- Ensure that all Purchase Requests are updated on the Procurement Tracker as soon as those are received.
- Follow the right procurement procedures and obtain the Quotations/Bids from the suppliers & service providers and carry out rest of the formalities eg. CBA, POs/Contracts and keep his/her line manager/budget holders informed of the status.

- Ensure that all paper work is kept according to the policies and procedures of the organization and filed neatly with supporting documents in respective files.
- Update the supplier's list/data and compile required information & data.
- Timely submit the supplier & service provider's invoices for payment and follow up with finance team to ensure that all payments are made without delay. Provide required supporting documents and ensure that proper audit trail exists for all procurements.
- Perform any other tasks as assigned by immediate line manager.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency



QUALIFICATIONS AND EXPERIENCE

Essential

- A minimum diploma in Logistics and procurement chain management is required.
- At least 3 years of logistics experience, ideally with non-governmental organisations, within humanitarian and development programmes.
- Extensive experience and knowledge in ensuring systems are in place and appropriate tools and reporting formats are developed.
- General practical competencies in vehicle maintenance, and building skills would be an advantage. Well-developed interpersonal, communication and team skills and proven ability to be flexible in demanding situations.
- Ability and willingness to travel as required, including in potentially insecure environments.
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts.
- Experience of management/supervisory responsibilities.
- Good written and spoken English is essential.

Desirable

- Comparable logistics experience with an International Non-Governmental Organization (INGO)
- Computing skills (word processing/spreadsheets) highly desirable.
- Experience with construction, mechanics and other skilled labor.
- Experience and ability to working in insecure environments
- Diplomacy, tact and negotiating skills.

Code of Conduct:

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children right and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Code of Conduct set out the standards which all staff members must adhere to.

FURTHER INFORMATION & HOW TO APPLY

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.
The position must be clearly indicated in your subject-line or envelop.

Deadline for receiving applications is **30th January 2017 by 4.00 PM** via email at: jobs.southsudan@savethechildren.org
Or hand delivered to the nearest Save the Children Office.

Please note that:

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

