**Position Advert for Logistics Officer**

**Vacancy: #One (1)**

**Duty station: Juba with frequent travels to the field locations.**

**Date of the Advertisement: 13 Mar 2017**

**Start date ASAP**

**Reporting to: the programme Director**

Africa Development Aid (ADA) is non-governmental, non-political national organization registered in 2012 as humanitarian agency. It has been involving in provision of humanitarian assistance in the areas of Upper Nile and Jonglei. ADA is now looking for suitable candidate for fill the position of Logistics Officer to be base in Juba.

**Summary of Job description:**

The logistics officer will provide technical and professional supports to all ADA departments. You will be part of ADA’s dynamic team contributing to the effective and efficient procurement processes and standard. The logistics office will ensure that procurement and Logistics activities are executed as planned. You will provide supports to all projects activities under implementation in the areas of their logistics need. The officer will ensure that projects procurements are planned and implemented in accordance with agreed budgets and in conformity with the donors’ guidelines, and plans are coherent and well integrated into wider ADA’s programme.

**Main duties and responsibilities:**

1. Provide technical and professional support to ADA’s team both in Juba and in the field locations for all their procurements and logistics need.
2. Assess and organization logistics in terms of transport requirements, receipts, handling, and storage and establishes a proper warehouse and recording systems including assets register.
3. Establish a detailed procurement programme plan to determine appropriate specifications of required items, according to established guidelines and procedures.
4. In cooperation with all the departments, the logistics officer shall receive and study the procurement request (s) made by the any department (s) and ensure the request (s) is/are without any delay that may hinder the operation of ADA are processed and put in to effect.
5. Prepare the receipts f international shipments, liaises with competent authorities for tax exemption, port clearance etc.
6. Carries out regular trips to the field locations to ensure that procured items have been delivered and received in their respective locations and accounted for at their destination.
7. Devise methods of stock control, closely monitors warehousing management, and regularly submits situation reports on stocks requirements and prepositioned goods.
8. Be very much observance the while stocking to avoid stocking of goods whose expiry date is just the next day.
9. Undertake any other duties as may be assign by the line manager/management.

**Experience and competence:**

* At least 2-3-year progressive professional working experience in the field of procurement or logistics with INNGO, NNGO and or government institution.
* Ability to work in hostile environment and under intense pressure with the aim to meet a deadline.
* Ability to interpret and understand different specifications and check for legality of the items before the procurement could be effected.
* Coordinate with the entire departments to timely raise their procurement needs in line with the budget (s)and development the procurement plan to that effect.
* Collect the pro foma invoices, conduct comparative bid analysis, inform the successful vendors/bidders, issuing the service provider with payment order and ensure that all due processes leading to the receipt of the goods/service are duly exhausted.
* Select and arrange for the interviews the selected bidders in transparent manner.
* File without fail or error by omission of commission all the receipts including the bid analysis document and thereafter place it in the concern file.
* You will make sure that all the checklists pertaining to the procurement in question are being made to avoid missing out any information.

**Desirable qualifications:**

* Diploma or a degree in Procurement and Logistics and or Supply Chain Management from a recognized institution of learning.
* The position holder must demonstrate formidable knowledge of Procurement procedures that is in line with ADA’s procurement policies and that of the donors.

**HOW TO APPLY**

Interesting candidates should send their Applications, updated CVs, copies of their passports, National IDs/birth certificates and scanned copies of their academic credentials to “HR & Admin Manager” Juba to [duop.cada@gmail.com](mailto:duop.cada@gmail.com) and or brings hard copies of the same to ADA’s office Tongping, Opposite Catholic University along Kololo Road of Juba Nabari. Or call 0956727352.

1. This position is open only for South Sudanese!
2. Female candidates are also encouraged to apply.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

**Deadline for application will be 0n 30th Mar 2017 at 4:30PM**