

<b>Organization</b>	<b>War Child Holland (WCH)</b>
<b>Job title</b>	<b>Logistics Officer</b>
<b>Location</b>	<b>BOR, Jonglei, South Sudan</b>
<b>Grade</b>	<b>D</b>
<b>Date</b>	<b>January 2015</b>

### General objective of the job

Contribute in War Child Holland Program implementation and ensure that the project timeline is respected and that indicator targets are achieved by performing the following main tasks. This position ensures coordination between War Child Holland offices in South Sudan is effective by performing tasks on the following:

- Maintenance of War Child Holland equipment and facilities
- Supplies' Management and Procurement
- Supervision of Drivers
- Supervision of Constructions
- Supervise the security guards
- Office administration and staff movement coordination
- Other areas of responsibility as assigned by the Logistics Manager and the Field Location Manager.

### Position in the organisation

The Logistics Officer is reporting to the Logistics Manager or the Field Location Manager. S/he supervises Drivers, security guards, contractors and casual employees.

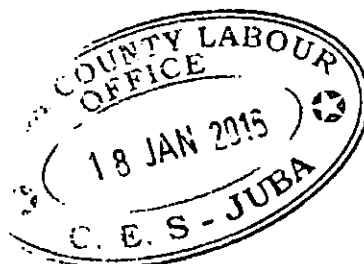
### Result areas

#### 1. Maintenance of Equipment and facilities

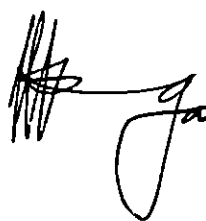
- Prepares and keeps an updated inventory of all WCH properties/assets in assigned offices, residencies and/or program field sites.
- Ensures all WCH equipment are ready and in good condition to be used for the program objectives.
- Ensures all WCH assets and equipment are normally used under standard safety conditions.
- Ensures all WCH assets and properties are tagged and labelled.
- Manages the regular maintenance of the office and residence generator and makes sure they are handled with care.
- Manages vehicles repair and maintenance and ensure this is followed routinely as requested.
- Follows up compliance with contracts with external service providers and vendors.

#### 2. Supplies Management and Procurement

- Negotiates good prices and collects quotations for any service provided and for any purchase in the interest of WCH.
- Ensures program, office, and house supplies are purchased on time following WCH procurement and financial guidelines (incl. approval of budget holders).
- Manages fuel and drivers utilities and generators on regular basis.
- Keeps all the records of the assets and goods received.
- Use the bin cards and stock cards in the stores.
- Keep the storage tidy and clean all the time and make sure all goods are arranged in a organised way.
- Updates and monitors the database of expenditure on fuel, repairs and maintenance of equipment and other utilities.



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### 3. Supervision of Drivers and fleet management

- Supervises the Drivers of the assigned location.
- Prepares the schedule of the drivers and coordinates the movement of vehicles between WCH sites.
- Ensures that vehicles are ready, fuelled and that Drivers are prepared before departure.
- Monitors mobiles' movements, cars, motorbikes in assigned locations.
- Enquires about any problem occurring to the cars and proposes immediate action to be taken.
- Ensures cost effective management of fuel for vehicles, generators and motors.
- Prepares monthly fuel consumption report for all assigned vehicles, motorbikes and generators.

### 4. Supervision of Security Guards and focal point

- Supervises the Security Guards of the assigned location.
- Serves as a security focal point for WCH contracted guards of the assigned location.
- Ensures WCH office and facilities of assigned location are equipped with basic safety and security posters and hazard mitigation equipment.
- Ensures staff are daily briefed with basic security information before they travel to various project locations (this implies also for visitors in the absence of your supervisor).

### 5. Logistics, staff travel Coordination Visitors and travel

- Responsible for making timely staff and visitors travel bookings and purchase of airline tickets for staff.
- Process, obtain and give proper accurate information and advice / facilitate issue of visa for business travel.
- Request payments for tickets and office consumables.

Support visitors by ensuring they are correctly received into South Sudan – request for timely airport pickups and arrange for hotel accommodation.

### 6. Administration

- To carry out day-to-day administrative duties in office maintenance and repairs to the compound in plumbing, electrical and waste and sewer removals..
- To support Logistics and security Manager in liaison with government ministries on War Child Holland registration and legal administrative requirements to ensure compliance.
- Oversee the use of stationery and to enforce established systems to combat wastage and abuse.
- Ensure that drinking water and office supplies are supplied regularly to the office.
- Manage the issuance of stationery and office consumables to staff and visitors as well as prepare stock and inventory reports.
- Account for the float issued to the Logistics department and make periodic reports to account for it.
- Ensure the office is safe and secure, monitoring and maintaining health and safety requirements.
- Make bookings and provide logistical support for workshops and training on behalf of staff.

### 7. Accommodation Facilities Management

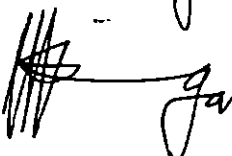
- Ensure property leases are filed and secured and that an updated list of all contracts are tracked for expiry dates and renewal.
- **Ensure maintenance of staff residence and staff provisions**

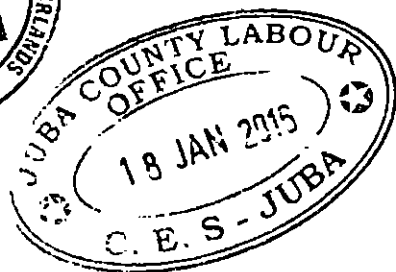
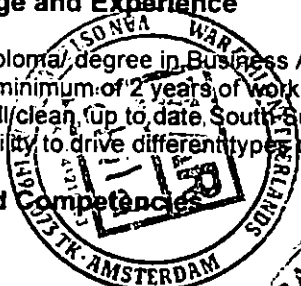
*Performs any other assignment reasonably associated with but not listed with the Job Description when assigned by the supervisor.*

### Knowledge and Experience

- Diploma/degree in Business Administration, Logistics or economics
- A minimum of 2 years of working experience in a similar position, (preferably) with an (I)NGO.
- Full/clean, up to date, South Sudanese Driving Licence.
- Ability to drive different types of vehicles.

### Skills and Competencies

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- Intermediate oral and written skills in English.
- Advanced oral skills in Arabic.
- Good communication skills, punctuality and helpful.
- Responsible and trustworthy in handling organization property.
- Able to take initiative, works independently and pays attention to details.
- Flexible and willing to work extra hours when needed.

#### HOW TO APPLY

Application letters should be (handwritten or typed) with comprehensive CVs day ,phone, expected including names of three independent referees must be received at war child Holland juba office located at tongong opposite Turkey Embassy not later than closing date of January 29<sup>th</sup> 2016 .Applicants are encourage to submit their letter of application & CV through our E-mail address :info.ssdco@warchild .nl

*Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.*



Approved Only

A handwritten signature in black ink, appearing to be "G. S.", written over a scribbled-out area.

