



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

**INTRODUCTION**

The Danish Refugee Council (DRC) and Danish Demining Group (DDG) is a humanitarian, non-governmental, non-profit organization founded in 1956 that works in more than 30 countries throughout the world, including South Sudan. DRC/DDG fulfils its mandate by providing direct assistance to conflict-affected populations, including refugees, internally displaced people and host communities. Under its mandate, the organization focuses on emergency humanitarian response, rehabilitation, post-conflict recovery and humanitarian mine-action.

DRC/DDG commenced work in South Sudan, formerly Southern Sudan, in 2005 and currently provides expertise in camp management, community services, protection, food security and livelihoods and the provision of emergency shelter and NFIs in Northern Bahr el Ghazal, Unity and Upper Nile states.

**CONTEXT - SOUTH SUDAN**

South Sudan gained independence from Sudan in 2011. Oil is a major source of revenue for the young country. While the majority of the population's livelihoods strategies are anchored in agro-pastoral traditions the agricultural potential of the country remains largely untapped due to lack of investment in capacity and infrastructure. This has further deteriorated since the start of the civil war in December 2013. As of June 2015 more than 4.5 million people in need of acute humanitarian assistance. 1.5 million are internally displaced, over 500,000 have sought refuge in neighbouring countries and many more suffer from the negative side effects of the war, most notably acute food insecurity, destroyed livelihoods and severe threats to protection and cases of sexual and gender based violence. DRC is working in some of the most difficult locations in South Sudan to provide live saving services for those affected by internal displacement.

In addition DRC also works with approximately 160,000 refugees who crossed into South Sudan seeking refuge from Blue Nile and South Kordofan states in Sudan in 2012 and continue arriving to this day.

<b>Position Title:</b>	<b>Logistics Officer</b>
<b>Reporting to:</b>	<b>Logistics Manager</b>
<b>Duty Station:</b>	<b>Malakal, Upper Nile State</b>
<b>Contract Type</b>	<b>Fixed-Term with possibility of extension depending on funding availability</b>
<b>Employment Start Date:</b>	<b>ASAP</b>
<b>Salary</b>	<b>According to DRC DDG Salary policy-non negotiable</b>
<b>Closing date</b>	<b>05<sup>th</sup> January, 2016 at 5:00PM</b>

**Job Purpose:**

The Logistics Officer will be the focal point for the logistics Manager in the daily management of DRC/ DDG logistics in Malakal with a focus on liaising with operational staff and suppliers on the planning, delivery and inventory of supplies and services. The Logistics Officer works closely with the Logistics Assistants for I, Storekeeper, drivers for vehicles and boat.

**Key Responsibilities:**

- 1. Management of supplies**
  - Verify price lists and vendor databases of suppliers in Malakal
  - Review Order Requests with a view to identifying their priority and possible supply
  - Process quotation requests and Order Request's from all departments
  - Prepare Bid Analyses with recommendations for review and share with the line manager
  - Set out priorities for the processing of Order Requests, in coordination with the Logistics Manager
  - Produce updates on orders processed in Juba for follow up
  - Maintain orderly, systematic and complete physical files of all Procurement documentation
- 2. Management of Fleet**
  - Issue out transportation documentation for the transport of goods
  - Assist the Logistics Manager in compiling data for the monthly logistics report
  - Prevent misappropriation of petrol and spare parts
  - Check that vehicle and boat log books are in place and are used correctly
  - Monitor the administrative documents for all vehicles and Boat
  - Keep records of insurance and advice on renewal

**3. Management of equipment /Telecommunications**

- Supervise and support in installing and securing materials
- Monitor maintenance materials and services

**4. Management of stocks**

- Carry out spot checks of stock and stores on a regular basis
- Supervise the maintenance and securing of warehouses and stocks
- Compile weekly report from logistics Assistant, storekeeper and driver and share with Logistics Manager
- Verify stock release with ware house tracker

**5. Management and monitoring of IT equipment**

- Ensure the maintenance and correct use of IT equipment
- Manage the base valuable assets

**6. Human resource management**

- Assist in the recruitment process and in evaluating the members of the logistical team
- Establish team schedules in conjunction with the Logistics Manager
- Perform acting capacity in the absence of the Logistics Manager
- Other tasks assigned by the Logistics Manager

**Qualifications and Experience:**

**Essential:**

- South Sudanese National
- Ability to work fast and accurately under intense pressure
- Proven team player and leader
- Minimum of two (2) years' experience as a Logistics Assistant or Officer with reputable national and international institution

**Desirable:**

- A Certificate/Diploma in Logistics/Procurement/supply chain management from a reputable institution
- External and Internal training/workshop in logistics ,warehouse and transport management will be an added advantage
- Fluency in Arabic will be an asset
- Demonstrate a sound knowledge of office documentation procedures and systems
- High level of honesty, integrity and commitment
- High level of interpersonal, negotiation skills and motivation to work as part of a team

**How to apply**

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through [jobs.southsudan@drc-ssudan.org](mailto:jobs.southsudan@drc-ssudan.org)

OR

Submit your hard copy application to the Human Resource department to the attention of Senior Human Resources Officer, Recruitment and Compensation DRC-DDG Office in Juba at Hai Supiri road, near UNICEF and NPA Main office Or the DRC Office-UNMISS Base Malakal.

Title of the position/vacancy number **MUST** be clearly mark in the application and on envelop.

***Due to the urgency of the position, the shortlisting will be done on a daily basis.***

DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender or age. Female Candidates are strongly encouraged to apply.

**Further information**

For general information about the DRG-DDG, please visit our web site at [www.drc.dk](http://www.drc.dk).

**We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudannngoforum.org/boards/index.php?board> for other suitable opportunities.**