



BUILDING FLOURISHING COMMUNITIES



VACANCY ANNOUNCEMENT

1. Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programmes in the area of emergency response, DRR, health, food security, extractives, security & justice, women leadership and investments. Cordaid is active in seven States in South Sudan. Presently, Cordaid is expanding its emergency programme in different parts of the country. For that purpose additional technical capacity is required. Cordaid is therefore currently looking to fill the position of

1.1 POSITION TITLE: Logistics Officer

JOB LOCATION: To be based in Cordaid office in Malakal with travels to project areas /field offices and deployment as necessary.

2.1 Reporting Line:

The Logistics officer will report to Project Manager based in Malakal and matrix management with Logistics Manager based in Juba and liaise closely with the relevant project team and staff in Malakal and in-country.

2.2 Purpose of the position:

The Cordaid South Sudan got an award of contract from EU – PRO ACT for Upper Nile state and requires services of the logistics to deliver the project in the field. The role of the Logistics Officer is crucial in supporting the activities of the project so as to meet the demands of project implementation.



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3. Key Responsibilities

Responsible for Logistics support of the field office in Malakal

Project Procurement both supplies and services:

- Act on PR's raised for project for all transport and communications related procurement request including booking of UNHAS, hiring of chartered flights for the delivery of personnel or cargo to the Malakal
- Present all duly filled and signed PR's to the Procurement Officer / Logistics Manager in Juba and work with the all technical issues related to the specific PR's
- Ensure that the approved Cordaid and donor procurement procedures is followed and that procurement lead times are followed correctly in line with specified deadline on PR request
- Ensure that a service completion report is prepared and sign for every completed PR services before presentation to the procurement officer for processing payment
- Ensure that all items received and dispatched to our various project locations by our vehicles, air or river are documented into waybills and GRN's as applicable Ensuring that a proper and transparent filing system for all logistics document and transactions is maintained efficiently on files and in date order
- Assist in office administration related issues as delegated by the Project Manager.

FLEET MANAGEMENT:

- Responsible for ensuring the daily upkeep and tidiness of Cordaid vehicles /boat
- Record vehicle / boat defect information and report regularly to the Project Manager and liaison with Logistics & Security Manager for corrective measures.
- Ensure that vehicle / boat movement logs sheets are filled by all drivers, and compiled kilometre movement statistics for each car
- Responsible for the fuelling of vehicles , boat and generators, and the recording of all fuelling information
- Provides regular follow up training and supervision for the drivers on CORDAID transport management policy regulations and procedures
- Ensuring that there is efficient and effective transport services for the movement of staff and flow of goods within CORDAID project sites in the field including sourcing for rental vehicles etc. as required by the field office.
- Organising and supervising regular and timely maintenance procedure for necessary repairs on vehicles, boat and generators in coordination with the Project Manager and in liaison with Logistics & Security Manager.
- Ensure that all Cordaid vehicles / boat are equipped with tools, first aid kit, fire extinguisher and emergency contact list
- Monitor and update the Logistics & Security Manager regularly on transport safety related issues to ensure the security of CORDAID vehicles, boat and its staff.
- Ensure that all Cordaid staffs adhere to the laid down security SOP's on the use of vehicles, boat and that any deviations are reported to Logistics & Security Manager
- Responsible for the preparation of periodic/monthly vehicle maintenance reports and fuel consumption report to the Project Manager with a copy to Logistics & Security Manager.

FLIGHTS AND TRAVEL:

- Responsible for the coordination of flight booking with Juba office of field staff as needed
- Responsible for the coordination and arrangement with Juba office for all charter flights delivery of cargo or staffs to Malakal



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- Collect all the material from CARGO and maintained a proper records of the receipts of goods.

COMMUNICATIONS:

- Responsible for maintaining a data base of Radio and Satellite phone communications during travels to the field and Malakal office
- Ensure that all staff travelling to the field are equipped with the correct communication devices
- Ensure that there is always a standard contact list in all vehicles for communication
- Ensure that all communication devices in vehicles are always functional and report any maintenance requirements to the Project Manager with a copy to Logistics & Security Manager

Line Management Responsibility:

- Responsible for line managing the work of the Drivers who will be working closely with him/her at field office level

Budget Responsibility:

No Budget responsibility under this position

Other responsibilities

- Building logistics networks with other agencies and supply pipelines including transportation through the logistics clusters
- Conduct field visits to partner offices as requested by the Project Manager to support logistics activities at field level including systems implementation.

Further information & how to apply

Applications which must include a motivation letter and current CV in English, including contact details of at least three professional references, should be submitted not later than **31st December 2015**, to the following e-mail address only: applications.southsudan@cordaid.net, stating "Logistics Officer" at the subject line.

Disclaimer Clause:

This job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.