



VACANCY



## LOGISTICS MANAGER (RE-ADVERTISED)

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position **Logistics Manager**. The position holder will to be base in **Nyamlel Aweil West County, Lol State**.

### Duties & Responsibilities:

- Support in the development and maintenance of in-country logistics (procurement, asset and stores management, fleet management) policies and procedures, initiate and lead on the roll-out of existing and new policies in NBeG; ensure compliance to global and in country policies and procedures
- Overall responsible for Concern Worldwide's NBeG fleet and the management of the fleet in line with Concern fleet management policies
- Ensuring that monthly fleet management reports are submitted in a timely fashion to the Base Manager to a high quality standard.
- Surveying the transport needs of programs and developing a plan to meet both current and anticipated needs.
- Supporting the process of hiring vehicles to meet programme demands in a timely manner and ensuring all hired vehicles are suitable for the programme area and that the checklist to ensure their compliance to Concern SOPs is duly completed before engaging them.
- Ensuring all security guidelines in relation to transport are adhered to by drivers, riders and staff. This involves reminding staff of these policies and popularising the policies to improve adherence. Examples of these policies include: wearing safety gears at all times, parking in safe places, filling log sheets etc.
- Ensuring that checklists and records are used/ maintained properly. This will involve ensuring daily/pre-trip checklist is completed, Equipment for emergency and First Aid, Emergency contacts, Log books and Job codes are in each vehicle.
- Ensuring all motor vehicles are fully insured as per Concern's policy, they are serviced in a timely manner including the generators and all drivers have valid licences.
- Responsible for managing all procurement for the NBeG programme as per Concern and donor guidelines.
- Ensure the NBeG preferred supplier list is completed, maintained and updated periodically.
- Set up and manage a procurement tracking system that is user friendly for all staff. Ensure that weekly SR status updates are sent to all staff in the location by end of day, Friday.
- Work with the Supply chain officer and food clerks to ensure that nutrition supply chain system is maintained.
- Ensure the proper management and documentation of fixed assets and inventory for Concern Worldwide, NBeG including asset disposal as required

- Supervising maintenance of the ware houses in NBeG program area. This includes ensuring proper layout, cleanliness in and around the warehouses
- Line manage all logistics staff, contributing to their capacity building and career development through technical support and on-the-job training and coaching, including in particular a thorough induction at the start of their contract.
- Ensure that all department positions have accurate job descriptions and that each member of the team fully understands outcomes which are expected of them, by setting SMART objectives, and that they are aware of the success criteria relating to their work.
- Monitor and review performance of the Logistics Department staff and hold staff accountable for meeting their success criteria; give corrective feedback where required and take decisive action in the case of poor performance.
- Undertake other related duties as may reasonably be assigned by the Area Coordinator or the Base Manager.

#### Qualifications: Education/Training & Experience

- Qualification in logistics, supply chain management or a similar field
- Experience in team building and supervision of staff.
- Experience in dealing with local authorities, national and international NGO's /UN bodies
- A degree in Business Administration
- At least 5 years' experience in supply chain management including at least 2 in a management role
- Strong experience of Fleet management and Warehouse management

The position holder will adhere to the standards of conduct outlined in the Concern Code of Conduct and Programme Participant Protection Policy.

As part of the Concern P4 responsibility the position holder will

- Support and promote the standards outlined in the P4 and the Concern Code of Conduct to their team, partner organisations and beneficiaries, and be committed to providing a safe working environment. And
- Contribute to the establishment of preventive measures to reduce the potential for abuse in Concern programme.

#### HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and scan copy of their nationality ID to: HR Department, Concern Worldwide South Sudan programme Juba Head Office or our field office in Nyamlel NOT later than **3<sup>rd</sup> August 2017** or Email it to: [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net)
2. The position is open only to South Sudanese national.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. Detailed job description will be provided the selected applicant.

