

MAG South Sudan  
Plot No 244  
Block 3k South  
Juba Na Bari  
(Tong Ping)  
First Class Residential Area

### VACANCY – LOGISTICS OFFICER (1 Position)

**Employer:** Mines Advisory Group (MAG)  
**Department:** Logistics  
**Reporting to:** Logistics Manager  
**Base Location:** Juba, South Sudan  
**Working Area:** South Sudan

Mines Advisory Group (MAG) is a Humanitarian international organization tasked by the United Nations Mine Action Office, implementing agency of Mine Action in South Sudan. MAG is recruiting for a qualified national Logistics Officer to join its team in South Sudan.

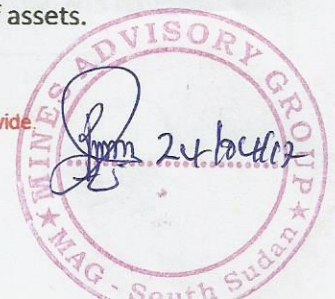
**Overview of role:** The Logistics Officer is to assist the Logistics Manager in the planning, execution and coordination of reception, storage, transport and distribution support to ensure a responsive logistics service to programme operations. The role will also provide general support to the Logistics department.

#### Principal Responsibilities

#### Assets

- Maintain comprehensive fixed asset register ensuring logistics/financial cross over policies are adhered to.
- Responsible safekeeping for office computers, project cameras, and all communication gadgets.
- Ensure that all office and GH equipment such as air conditioners, printers and scanners are in good working conditions.
- Responsible for monitoring and recording assets movements ensuring that all staff adheres to the asset management controls in place for the purchasing, reception and movement of assets.
- To ensure that all standards and exercises for assets accountability and records are in place and sufficient.
- Ensure monthly spot check of assets is conducted in all field locations and supporting documentation is kept up to date and reported accordingly with the monthly reports.
- Ensure that assets are properly maintained and repaired in the field sites.
- Prepare lists and documents of assets marked for disposal and ensure donor compliance during the process of disposal.
- Follow up with the maintenance and servicing of I.T and Telecommunication equipment.
- Ensure that all telephone, HF, VHF and other communications equipment are operational.
- Following up with routine maintenance requirement and/or repair is implemented per schedule.
- Develop, coordinate and implement the registration, insurance and licensing of assets.
- Keep up to date files for individual motor vehicles, generators.

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide  
MAG is co-laureate of the 1997 Nobel Peace Prize.  
Charity No.1083008. A company registered in England and Wales No 4016409.







## FACILITIES

- Ensure facilities are supplied with all necessary consumables and utilities.
- Ensure effective systems are in place for monitoring stock level and usage of consumable and utilities.
- Monitor fuel stock inventories while producing accurate consumption reports on a monthly basis.
- Raise purchase requests for fuel, bulk airtime, consumables and stationeries in Juba.
- Provides support and cover for facilities management where required e.g. waste management, routine building and equipment maintenance, sewer disposal etc.
- Other tasks as directed by the Logistics Manager

## Selection Criteria:

### Qualifications

- Degree or equivalent in Logistics, Business Administration, I.T, Certification in Humanitarian Logistics (CILT UK) or Statistics.

### Experience

- Minimum 3 years employment experience working in a busy NGO

### Skills and Knowledge

- Excellent organisational skills, with the ability to prioritise work and meet deadlines.
- Ability to develop and maintain clear record keeping systems, including basic databases
- Ability to work independently as well as part of a team
- Good literacy, numeracy and IT skills including MS Word and Excel
- Good level of spoken and written English
- Arabic is an added advantage
- Position is only open to South Sudanese nationals.

## HOW TO APPLY:

Qualified and Interested candidates should submit a CV with a cover letter, copies of academic certificates and copy of Nationality ID card to the **MAG Juba Office by Wednesday 9<sup>th</sup> May 2017**, addressed to the: **Human Resources Department, MAG South Sudan, Juba office along American Residence – Canada House road, Tong ping or by email to [Ramandan.Ramijon@maginternational.org](mailto:Ramandan.Ramijon@maginternational.org)**

PLEASE CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON YOUR ENVELOPE.  
ONLY SELECTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

NOTE: DO NOT ATTACH ORIGINAL CERTIFICATES. MAG WILL NOT RETURN APPLICATION DOCUMENTS TO APPLICANTS. FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.

