



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

JOB ADVERTISEMENT LOGISTICIAN 1 Based in Ganyliel



The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is an Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit the ICRC website: <http://www.icrc.org/>

AIM OF THE POSITION

Logistician 1 provides technical and operational support in the areas of purchasing, warehousing, stock management, import-export activities and statistics, in accordance with the ICRC's logistics standards and local legislation.

Main Duties and Responsibilities:

- Responsible for the Supply Chain Management from the receipt of orders from the hospital and the office until their ultimate delivery to the customers.
- Verify the supply sources (procurement of goods ex stock or through local purchasing or ex Juba) related to Supplier Request (SR).
- Ensure that SRs are processed and delivered to relevant departments,
- Register SRs in the monitoring tool/logistics system and forward them to the Logistician for action if needed.
- Provide information to the clients/departments on the status of their SRs.
- Handles purchase requests (Internal Requests, SR) and with Bentiu LOG team, advises requester on quality issues, availability and price.
- Is the focal point for Field Supply System in Ganyliel.
- Purchases all petty cash procurements. Ensures that best price for quality is obtained.
- Ensures that all Rules and Regulations of the ICRC standard procedure for purchasing are applied in strict conformity.
- Where applicable in Ganyliel, checks prices for given items and brings back pro-forma invoices or price offers from suppliers, based on best market price and good quality products.
- Records requests of vehicles and makes sure that they are ready in time.
- Makes sure that the attribution of vehicles is respected and co-ordinated with respective staff in case of changes.
- Ensures that passengers and cargo on board have all the necessary authorizations and documents available.
- Follows fuel consumption and logbook for vehicles and generators. Sends monthly fuel reports to BEN Logistics.
- Follow maintenance needs and coordinates, via Ben Logistics, with fleet Juba for spare parts, maintenance and regular service.
- Supervises the drivers.
- Checks that all consignments arriving are accompanied by their respective waybills and packing lists.
- Ensures proper storage of all goods and protects them adequately from heat, water, fire, dirt and vermin.

Only short-listed candidates will be contacted. Application files not retained will not be returned.



- Supervises daily workers for packing, moving and off/loading, if any.
- Maintains the stores and the rub hall clean.
- Performs regular inventories and reports any inconsistency to Logistician
- Ensures that ICRC staff, as well as hired (casual) workers are correctly briefed and monitored during loading and off-loading of ICRC flights as chartered flights as required and supervises these operations.
- Ensures that the ground staff and drivers are briefed and trained in airport procedures as well as procedures related to the loading and off-loading of aircraft.
- Supervises the refuelling of ICRC aircraft/helicopters either with drums or with local providers respecting the safety rules and regulations.
- Maintain good professional contacts with the local authorities and follow up of official procedures relevant to the area of operation and informs all (ICRC and operator – crew) of relevant changes.

Required professional and technical skills

- University degree or equivalent experience.
- Minimum 2–3 years' experience in a similar position.
- Excellent command (spoken and written) of English. Conversational in Arabic.
- Computer proficiency.
- Driving license.
- ICRC field experience an asset.

HOW TO APPLY

Interested candidates should submit their application clearly marked **"LOGISTICIAN 1 – Ganyliel"** (including C.V. written in English) and copies of certificates at latest **Friday, 26th April 2019** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal, Bentiu or Ganyliel**

or By email to: jub_recruitment_services@icrc.org

*****Female applicants are strongly encouraged to apply*****

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