



Date: 18<sup>th</sup>. September, 2017

### ADVERT FOR JOB OPPOTUNITY

**1. Position:** Logistic Officer

**2. Location:** Juba, South Sudan and may be required to work at other programme locations/sites from time to time.

**3. Background:** Agency for Cooperation and Research in Development (ACORD) is a Pan-African organisation working for Social Justice and Development in Africa. In South Sudan, ACORD has been working since 1973 implementing a wide portfolio of programmes in livelihoods, Gender, HIV/AIDS; Peace building and Conflict Transformation aimed at improving the livelihoods of the poor and marginalized communities in South Sudan.

ACORD has secured funds from HEKs and Swiss Solidarity for implementation of an Emergency Project in Lobonok and Rajaf Counties in Jubek State and Central Terekeka and North Mangala in Terekeka State.

ACORD South Sudan is inviting applications from suitably qualified individuals to fill the position of a **Logistic Officer** for the Emergency Project.

**4. Relations with others:** The post holder will be working in close collaboration with all the other staff in the ACORD South Sudan Area Programme to ensure that the issues of the Central Equatoria Emergency Response Project are properly and appropriately integrated in all the other programme components. He/she will also work closely with the Thematic Managers at the ACORD, HEKs South Sudan Country Officers (Programme Manager, Programme Coordinator and the Finance and Administration Managers. The Logistic Officer will also work closely with the Jubek and Terekeka State and targeted County Authorities, like the RRC staff and the relevant line Ministry Department staffs.

**5. Supervision and collaboration**

The Logistic Officer will be under the direct supervision of the Finance and Administration Managers and will work closely with other colleagues in the Area programme.



## 6. Job summary

The Logistic Officer will be responsible for the overall management of the entire life cycle of the Central Equatoria Emergency Response project inputs purchasing, transportation, inventory, warehousing, and delivery from the suppliers to the target project beneficiaries;

Collectively with the Operations Team participates in the implementation and maintenance of an effective system of procurement ;

He/She will participate in the selection of bidders for supply of project items;

Prepare local purchase orders for the project goods and materials;

HE/She will ensure that genuine vendors who provide good quality of good, fair prices and have the capacity to supply the required goods all and timely are selected as suppliers of the project goods and materials;

The post holder will be responsible for clearance and handling of project goods at customs and warehouses/stores;

The Logistic Officer will be responsible for planning, directing, or coordinating project items purchasing, warehousing, distribution and forecasting;

Logisticians will plan and track the movement of goods from the suppliers to the distribution centers to ensure that the quantities of goods purchased are delivered to the distribution centers all and in good conditions;

7.Manage strategic relationships with customs personnel, airport authorities, security personnel, the suppliers, State, County and Payam Authorities and other significant individuals.

Design strategies to minimize the cost or time required to move goods from supplier to the distribution centers;

Review the success of logistical functions and identify areas for improvement;

The Logistician must ensure that operations stay on schedule,\

The employee will be required to supervise national employees and provide motivation, guidance and expertise when carrying out assigned tasks;

On a daily basis, the Logistician will manage; resolve problems concerning transportation, logistics systems, inputs distribution with suppliers and project beneficiaries;





They Supervise inputs distribution to project beneficiaries to ensure that the items are distributed to the registered target beneficiaries;

To ensure that the materials and supplies of good quality and of highest standard are procured for the project;

Organise proper storage of all project materials and commodities before and during transition to the distribution centers in line with ACORD/HEKS Procurement Policies;

Logistics Officer will prepare reports, service logs and process documentation of all the items purchased, supplied and any stock remaining in stores;

On a weekly to monthly basis, Logistic officer will monitor, procurement, delivery and distribution of the inputs to ensure compliance with regulatory or legal requirements.

#### **7. Qualification and Experience**

- Bachelors Degree in Business and Administration, or any other similar/relevant;
- Minimum of three (3) years of professional working experience with International Non-Governmental Organizations (INGOs) ;
- Excellent English spoken and written is essential for this position;

Interested candidates should submit their applications, including CV and copies of relevant certificates by closing date of September 31<sup>st</sup>. 2017. The application should be addressed to:

**Finance and Administration/HR Manager**  
**ACORD South Sudan Area Programme, Juba.**  
**P. O. Box 399, Juba**

Hard copies should be dropped in a sealed envelope to: ACORD office located along Munuki Road-opposite ADRA (Seven Day Adventist), next to South Sudan Red Cross office

Or e-mail to: [emmanuel.taban@acordinternational.org](mailto:emmanuel.taban@acordinternational.org)

**Only short listed candidates will be contacted for the interview**

