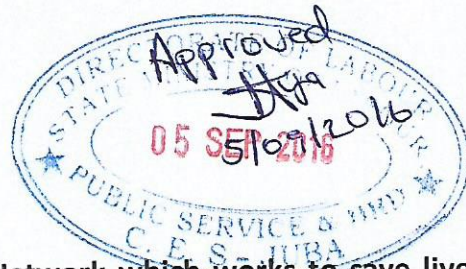




South Sudan Mission

VACANCY NOTICE



Action Against Hunger (ACF)-USA is part of the ACF-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

ACF-USA is current looking for suitable candidates to fill the position of **Emergency Logistics Officers, (3 Positions)**.

Position open date: 5st September 2016

Starting date: As soon as possible (ASAP).

Duty Station: Roving

VA-2016-13

Objective 1. Supply Chain management

- To collect, compile process and validate on base level all procurement request Forms for ACF's Multi-Sectorial Emergency Team (MET) Programs, updating procurement follow-up and follow up on orders/requests;
- Maintains lists of local suppliers of products and services, ensuring update of the catalogue (price list) regularly;
- Ensure stock management systems are update (storage conditions, stock cards, reports, expiry dates...);
- To work closely with the MET Logistics Expert to prepare chartered flights for the new intervention areas as decided by ACF and Nutrition cluster in South Sudan;
- Monitor the goods deliveries to the departments/bases/programmes by various modes of transport;
- To work closely with Programs teams in the new intervention areas and MET Logistics Expert on the quantification of logistics needs for the base, preparation of orders, and ensuring that timely procurements (from the capital or base level) and deliveries are done;
- Ensure compliance with Kit Log (procurement policy) at base level;
- Assisting with distribution of different kits (hygiene, nutrition, fishing, seeds etc.)

Objective 2: Equipment and Asset Management

- To evaluate the equipment needed for the base;
- To supervise the allocation and the use of the equipment. Ensures that individual fill allocation forms for equipment under their custody;
- To update Equipment List accordingly.

Objective 3: Fleet management in cooperation with MET Team

- Support and organize weekly vehicles/boat movement planning and staff movement;
- Plans and organizes transport for goods to destinations: packing, weighing, labeling, preparation of packing list, organizes loading/offloading, prepares transport documents (waybill), notifies destination, and confirms arrival;
- Liaise closely with the service providers (such as boat rental, daily hires, etc.) and ensure timely provision of those services.

Objective 4: Rehabilitation and maintenance in cooperation with MET Team

- To monitor the construction, rehabilitation and maintenance of all the structures related to the functioning of the MET program (office, team-house, warehouse, OTP, TSFP & SC sites, etc)
 - Ensure proper and timely rehabilitation/maintenance of ACF compound;
- Work in coordination with the identified partners staff members at the field level in order to make sure that the MET base set-up will be done in a smooth manner.

Objective 5: Warehousing

- Take complete responsibility for the receipt, storage, accounting and reporting of all items received and stored in the warehouse(s)
 - Prepare and supervise loading, offloading and ensure all documents are duly filled and signed;
- Make sure that the packing list and Delivery notes will be signed and sent to the sender after the reception of the MET supplies.

Objective 6: Radio and Communication

- Ensure constant and regular radio and Thuraya communication with ACF field teams;
- In collaboration with the PM, ensure for the provision of daily updates about SET team. The needs to be done twice a day. Morning at 08:00am and Evening 06:00pm;
- Maintaining the communication equipment;
- Ensure that all communications done will be recorded in the Thuraya communication follow up-sheet.

Objective 7: Supervision of the logistics team of the Base

- With support from Emergency Logistics Expert/PM, supervises field logistics team including casuals (drivers, guards, cleaners, cooks, enumerators, etc.): conduct recruitment, training/capacity building, and evaluation and implement disciplinary actions if required.

Objective 8 : Finances

- Consolidates monthly logistics cash forecast and the invoice payment schedule; adhere to policies and procedures; draft work plan for base improvements; provide inputs to budget proposals and procurement plans;
- Prepare MET cash follow-up report and submit to the MET PM for review.

Objective 9: ACF'S Team-house/Office/Store

- Ensures that ACF'S properties are kept in good condition, supervises the power, water and cleaning supplies and carries out checks on a regular basis;
- Supports management of compound's power/electricity system;
- Ensure timely garbage disposal;
- Follows up on the condition of the stocks of consumable goods and prepares for replenishments when the minimum stock is reached and communicates in advance with the Capital Logistics team.

Objective 10 : Security

- Monitors, regulates and controls the protection of ACF'S property and supervises all security personnel employed for that purpose under the supervision of Emergency Logistics Expert;
- Carries out day and/or night checks on house/office watchmen, checks the security logbooks and stays informed about security problems;
- Prepares watchman schedules and replacements for leaves informs the watchman about ACF'S security policy and changes in tasks and duties;

- Prepare cook and cleaner working schedule and replacements for leave;
- Inform the cook and the cleaner about ACF's HR policies;
- Supporting the bases in security management when required;
- Ensure that hibernation kit and first aid kit are up-to-date.

Objective 11: Reporting

Compilation & transmission of Base Logistics Reports (Stock Reports, Boat Rental cost follow-up, Equipment list, Incident Report, procurement follow-up to the bases/programmes, Sitreps, Thuraya communication follow-up report and Oral reporting) to the MET Logistics Expert.

QUALIFICATIONS

Degree or Diploma in Accounting, Economy, Mathematics or any related discipline or diploma from technical college in logistics and/or business administration.

SKILLS & EXPERIENCE

a. Essential

- Experience of working in humanitarian relief/development sector in the field, in a logistics or other related programme support role.
- Strong communications skills, with excellent verbal and written English. Fluent in local dialects and Arabic language is a requirement.
- Show interest in knowing and be familiar with ACF log kit.
- Professional Experience of at least one (1) year in Logistic Issues.
- Good working knowledge of Computer, particularly Word and Excel Computer skills.
- Willing to work occasional evenings and weekends and to carry out field visits at short notice if required.
- Good knowledge of Computers and Thuraya and radio communication.

b. Preferred

- Previous experience working with NGO or UN agencies
- Proven knowledge and experience of logistics core competencies
- **Female candidates** are highly encouraged to apply

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying "MET Logistics Officer VA-2016-13" in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town.

The deadline for applications is Wednesday 21st Sept. 2016 at 5:30 pm. NOTE:- due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable

