



## **JOB VACANCY**

**ORGANIZATION:** CCM – Comitato Collaborazione Medica  
**JOB TITLE:** Field Logistician  
**LOCATION:** Greater Tonj

CCM - Comitato Collaborazione Medica works with local communities and authorities in order to strengthen and develop healthcare systems and to improve the accessibility and quality of preventative and treatment services.

CCM is currently seeking to recruit a **Field Logistician** to be employed in Greater Tonj. **The applicant must be a citizen of the Republic of South Sudan.**

The Field Logistician will be directly responsible for the management and implementation of logistical duties in a timely manner and within budget in strict cooperation with the Programme Manager.

### **Tasks and Responsibilities:**

#### **Procurement:**

- (S)he cooperates with the Programme Manager in the definition and editing of the procurements plan and all required documentations.
- (S)he provides with adequate notice the list of supplies and equipment to be procured and assists the field staff in the elaboration of the monthly purchase requisition.
- (S)he assists the Programme Manager and the administrative department in the collection of pro-forma invoice and other documentation that may be collected at field level.
- (S)he purchases food and non-food items as required by the Programme Manager and according to the financial allocations.
- (S)he monitors and immediately reports to the Programme Manager all damages and necessary intervention required to restore the functionality of CCM equipment and tools.

#### **Vehicle fleet management:**

- In coordination with the Programme Manager and State Administrator, (s)he prepares and follows up the vehicles fleet planning, ensuring a cross-project optimization. The vehicle fleet plans is shared with the Country Logistician.
- (S)he ensures the maintenance and the repairs of NGO and project vehicles.
- (S)he ensures that the logistic reports (logbooks, statistic about performed km, costs of maintenance, cost per km, etc..) are regularly updated according to CCM format and deadlines.
- (S)he ensures that the regulations governing the use of vehicles are respected.

- (S)he ensures that the field spare parts stock is maintained and inventoried.

#### Shipment of goods to and from the field

- (S)he support the Programme Manager with all arrangements needed for the air and surface transport of field staff.
- (S)he keeps record of documentation relevant to transport and delivery (packing list, waybills, delivery notes, goods receiving notes, customs notes).
- (S)he receives and checks that goods procured at central level are in line with the procurement and contract indications.

#### Stock, facility and equipment management

- (S)he ensures the maintenance of CCM assets and maintains it good conditions.
- (S)he ensure that field stocks are always in order and the inventory updated according to CCM format.
- S(he) ensure CCM compounds are well maintained.

#### **Requirements:**

- Education background in Logistic or Business studies
- Minimum of 2 years of experience in logistics, preferably with an NGO
- Valid South Sudanese driving licence
- Demonstrated experience in procurement of various types of goods/services and donor procurement requirements
- Excellent written and spoken English (knowledge of Dinka and Arabic is an asset)
- Proficiency in MS office

#### **Application procedure:**

Applications should include (1) CV, (2) Cover Letter, (3) Certificate or Diploma and submit to CCM Juba Office or CCM Tonj Office and by email at [pm\\_greatertonj@ccm-italia.org](mailto:pm_greatertonj@ccm-italia.org) and [deputycountryrep.ssd@ccm-italia.org](mailto:deputycountryrep.ssd@ccm-italia.org)

Closing date for submissions: **8<sup>th</sup> September 2017**.

Only shortlisted candidates will be contacted