



VACANCY ANNOUNCEMENT

Terre des hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its **project in Juba**, Tdh is encouraging applications from South Sudanese nationals for the role of:

Senior Logistician – REF: Tdh/HR/2016/09

Duty station: JUBA

Contract duration: 8 months (with possibility to be renewed)

Starting Date: ASAP

Main responsibilities:

- Manage the logistic of the programs within Juba and in Tdh's sub bases in coordination with Field 's log assistants
- Ensure equipment is supplied according to predetermined planning and requests
- Guarantee the management and tracking of TDH property and equipment
- manage the logistic and the maintenance of the base and its equipment
- Monitor the maintenance / restoration of the living quarters
- Ensure that logistic reference manual is properly implemented
- Organize the allocation and provision of the equipment
- Identify the requirements and choose the suppliers
- Provide training in the handling of equipment and develop operating procedures
- Implement the monitoring tools
- Provide preventive and curative maintenance for the fleet of vehicles, fuel consumptions.
- Together with the Logistics Manager, organize the different stages in purchasing goods and services: orders, tracking, delivery, any customs clearance, conformity checks and budget check
- Supervise and monitor all activities and document related to stock management and stock movements
- perform and submit a general physical Asset inventory every 6 months and at least at the end of the year
- Ensure monthly report to line manager.

Requirements:

- Academics degree among these fields : Logistics, Administration, business management.
- Minimum 2 years' experience in similar position with NGOs.
- Fluency in English. Other local dialects are an asset.
- Sense of diplomacy and negotiation. Organization and priority management. Capacity to delegate and to supervise the work of a multidisciplinary team Good interpersonal and communication skills. Training capacity. Computer skills.

Application modalities:

Qualified and interested candidates should submit the updated **CV with a covering letter**. Applications should be submitted to: **Terre des hommes, Na Bari Plot. 403 – off US Embassy Road or They can also be emailed to: dmg@tdh.ch**

Closing date for this positions is 01st May 2016.

Only shortlisted candidates will be contacted for a written test.

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse.

Tdh is an equal opportunity employer. Female candidates are encouraged to apply.

Submitted documentation will remain Tdh properties (do not submit originals)