

VÉTÉRINAIRES
SANS FRONTIÈRES GERMANY



Plot No 74, Block AXIII, Hai Malakal- Juba (Opposite FINANCE CO. Ltd, Hai Malakal)
Republic of South Sudan
Email: juba@vsfg.org

JOB READVERTISEMENT
South Sudanese Nationals only.

VSF Germany is an international Non Governmental Organization, providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. In the region, VSF Germany implements activities in the Republic of South Sudan, Sudan, Kenya, Somalia and Ethiopia.

With support in animal health, agriculture, marketing, food safety, drought responses and mitigation, but also developing the capacity of communities and governmental institutions or initiating peace and conflict resolution we work towards food security and strengthened livelihoods of pastoralist communities.

VSF-Germany is implementation PROMISE Project "Reducing hunger and malnutrition and promoting resilient food production in Gok State, South Sudan".

The Project runs for thirty four (34) months- (from September 2016 to June 2019). It is funded by BMZ and Bread of the World (EWDE) . The main goals of the project are to reduce hunger and malnutrition and to promote resilient food production in Gok State. It's on this background that VSF Germany intends to recruit the position of Logistics officer based in cueibet, Gok state, south Sudan.

Position: Logistics Officer (1)

Duty station: Cueibet, Gok State.

Reports to: Operations Manager

Duties and Responsibilities are outlined as below

I) Procurements:

- Support on development and review of procurement plan for all projects in the region.
- Provide support to local procurements and ensure all procurements are done within organization's guidelines/ procedures.
- Work with Country office logistics officer to ensure project supplies are procured and delivered to project locations/sites on time.
- Ensure adequate controls on inflow and outflow of projects supplies from store to other projects sites,

II) Storage

- Ensure that the storage facilities are secure, fit for the intended purpose, well managed and meet health and safe working practice requirements.
- Ensure stores systems and procedures are in place to adequately manage timely inflow and outflow of supplies to respective project locations.
- Ensure weekly/Monthly stores' reports, Stock Management Sheet's, stock counts and all stock records are recorded on both paper and in electronic format
- Oversee stores record reconciliations; comparing stock data with procurement statistics and Packing lists/ Way bills to respective field project locations.
- Ensure standards, stock accountability and records are in place and managed. I.e. Up to date records, insurance, security etc.
- Ensure that -Cuibet office stock/Supplies utilization and replenishment systems are adequate.
- To maintain an adequate supply of basic supplies to facilitate the smooth operation of field office.

III) Fleet

- Management of all transport including staff travel bookings, Visa processing and sharing travel documents to respective staff/consultants/other guests in time
- Review and implement process of contracting transport and accommodation services for staff and other VSFG clients at state level; i.e. ensure availability of and safe means of transport to and from airport, sufficient accommodation services to staff/VSFG clients on transit.
- Review policy on safety driving practice for use by drivers.
- Support country office to ensure all field equipments and automotives have active insurance covers,
- Work with Fleet mechanic to ensure vehicles and related equipments are well maintained and serviceable; i.e. car repairs, equipment, first aid kits replenishment, communications etc.
- Prepare, reconcile and submit monthly fuel utilization report
- Review and supervise vehicle movement and maintenance by ensuring all travels permitted, sufficient control on fuel, car service among others.

IV) Assets and inventories:

- Ensure that all communications equipment are operational, used in line with communications equipment policy and that requisite training is provided to staff on usage protocols
- Oversee the maintenance of a live, up-to-date Fixed Asset Register ensuring all assets are labeled and current locations of all assets are known and reported,
- Ensure appropriate disposal of assets is followed in accordance with VSFG and donor guidelines,



V) Reporting:

- Ensure procurement, stock inventory, asset registers and fleet reports are correct, produced on time and shared to operations manager on monthly basis for planning and control.
- Support end of project documentation to ensure all assets are recorded and or disposed of as per VSFG and donor guidelines.
- Support inflow and outflow of security updates/ reports at field level.
- Attend to any other duties as assigned by operations manager.



Qualifications, Experience, Attributes & Skills required:-

- Minimum Diploma in procurement and supplies chain management/logistics or its equivalent.
- Minimum 3 years' experience in related field with INGO.
- Good spoken and written English is essential, Arabic and local language is desirable.
- Good interpersonal and motivational skills
- Strong computer skills in Microsoft packages, including Word, Excel, and Outlook
- Previous experience in remote management is highly desirable
- Flexible/motivated
- Ability to work under pressure with limited supervision
- Team player and problem solver
- Experience in managing staff and ability to operate in an insecure and dynamic environment

How to apply:

Interested candidates should submit an application letter and CV with 3 names of referees (one of them being their immediate supervisor) with their telephone and e-mail contacts to the E-mail address provided above OR drop their applications to VSF Germany- Juba Office at Hai Malakal- opposite Finance South Sudan-(call Harriet at 0921 886 273) OR VSF Germany Cuibet field office in Gok state, south sudan. Indicate the job Title i.e. **Logistics Officer-Gok State** on the Subject line of your application and on the envelope. Only short-listed candidates will be contacted for interviews.

Closing date for receiving applications is **Monday 27th November 2017, at 5.00PM**. Due to urgency to fill this position, applications will be reviewed as they are received

N/B-This position is open to south Sudanese nationals only.