



PREMIERE URGENCE INTERNATIONALE

- SOUTH SUDAN -



Logistics Officer

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organisation. Our teams are committed to supporting civilian and victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations

The association leads in average 180 projects a year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 4 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe, Caucasus and France.

PUI aims at an integrated approach combining health, nutrition, food security and WASH, in coordination with partners, as to have an effective program with a large impact, with the aim to reach the most vulnerable.

PUI has been implementing projects in South Sudan since April 2015 and aims at further developing its activities in the country throughout 2017 and 2018.

PUI has been supporting Majak Kaar PHCC in Aweil North (former Northern Bhar El Ghazal), with an average of 7,000 consultations a month in OPD and SRH. Also PUI has been active with a malaria response through its nutrition sites during the last malaria season in 2017. PUI is a key actor in the health sector of Aweil North.

PUI provides nutrition services according to the National Community Management of Acute Malnutrition (CMAM) protocol at PHCC level, PHCUs and community based nutrition sites, which includes Out-patient Therapeutic Program (OTP) and Targeted Supplementary Feeding Program (TSFP) for children and pregnant and lactating women. At Majak Kaar PHCC PUI runs a Stabilization Centre (SC) for children suffering from Severe Acute Malnutrition (SAM) with complications, which also serves as a referral site for OTPs and TSFPs run by PUI and other partners.

PUI did several assessments in 2017, including a multi sectoral assessment. The results of the assessments will give input to PUI's future strategy in South Sudan. For 2018, the aim is to extend the health and nutrition services and a Food Security and livelihood intervention.



POSITION GENERAL INFORMATION

- **Position:** Logistics Officer
- **Based in:** Pamat

Supervision

- Under the direct supervision of: Base Logistics Manager
- Under the indirect supervision of: Field Coordinator
- Under the overall supervision of: Head of Mission
- Supervises: Logistics Assistant(PHCC) & Logistic Assistant Outreach, Base gaurds and (procurement assistant)

OVERALL MISSION

General objective

Under the direct supervision of the Base Logistics Manager, the Logistic Officer assists and supervises the implementation of PUI's logistic activities. This includes the management of supply chain activities according to PUI an donor guidelines, management of equipment and assets and warehouse management. S/he works in close collaboration with the program team.

S/he organizes and plans the activities and supervises and assists in training of the logistic team members. He/she temporarily takes on the basic tasks of the Base Logistics Manager in their absence.

Responsibilities and tasks

Management of supplies

- Update price lists and vendor databases and share with all the departments on a monthly basis;
- Implement PUI purchase procedures;
- Verify and process quote requests and Purchae requests/Purchase orders;
- Compose and archive purchase folders;
- Implement purchases, monitoring adherence to validation regulations and procedures;
- Negotiate prices, deadlines and methods of delivery alongside with the Base Logistics Manager;
- Ensure that relationships with suppliers are monitored;
- Receive goods from suppliers, inspects items, as to quality and quantity for logistic items and coordinatites with Field Coordinator and Programme Managers for specific program items.

Maintenance of base and equipment

- Assist in the planning and execution of maintenance and repair work on the base and equipment;
- Monitor the proper functioning of office/Geusthouse equipment;
- Monitor supply (gas, water, stationeries etc.) and initiate order of new supply in coordination with Base Logs Manager.

Management of equipment/telecommunications

- Assist Base Logistic Manager in installing and securing materials;
- Assist Base Logistic Manager in monitoring and maintaining materials;

- Identifies and registers new assets procured by the organisation or received from donors in compliance with PUI procedures and donors' guidelines;
- Updating asset register in monthly basis and printing for filling;
- Issuing assets to staff when new staff join with PUI and receiving assets from staff when leaving the Organisation;
- Initiating disposal of assets and facilitating the whole process by keeping all records of disposed assets.

Warehouse Management

- Coordinate reception of the orders in the warehouse with the logistic team and inspect items, as to quality, quantity, and expiry dates;
- Supervise the implementation of warehouse procedures, regulations and instructions; including safety and security at all warehouses- PHCC, base, main warehouse and in outreach;
- Organize and supervise regular inventories in the warehouses and follow up if needed on any discrepancy;
- Take appropriate action when levels of stock are becoming low or in case of any damaged equipment, in collaboration with Base Logistic Manager;
- Ensure monthly reporting from each store or warehouse , and verifies reports, before forwarding it to the Base logistic Manager.

Staff supervision

- Supervise log assistants in PHCC, base and outreach, procurement assistants and base guards;
- Plan and ensure daily adequate staffing together with log assistants for guards, drivers, cleaners and storekeepers;
- Participate in the recruitment of new staff;
- Carry out induction of new logistic staff;
- Organize meetings and contribute to developing team cohesion;
- Facilitate smooth cooperation with other departments;
- Conduct bi-yearly performance evaluations for staff under his/her direct supervision;
- Assist in training of logistic team;
- Update Base logistic Manager on staff management.

Others

- Maintain confidentiality regarding all information observed or registered;
- Travel to different sites in the field;
- Ensure good coordination, communication, planning, and customer service to staff and the programme;
- Participate in meetings and trainings if needed;
- Perform other relevant duties as requested by supervisor(s).

The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs. The

QUALIFICATIONS

Mandatory requirements

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|----------------------------|---|
| ➤ Education: | Diploma or degree in Logistic related subject |
| ➤ Language Skills: | Fluent in local languages and good level in English, (speaking/reading/writing) |
| ➤ Work experience: | Proven management or supervision skills of at least 2 years in a logistic function; preferably in an NGO/INGO |
| ➤ Important Skills: | Good negotiation and interpersonal skills |
| ➤ Computer skills: | Good knowledge in Microsoft Office Pack |

(Excel, Word, outlook etc.)

Assets

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- **Other knowledge:** Acquaintance with NGO' rules, procedures and regulations
 - **Interest:** Work in humanitarian sector
 - **Transversal skills**
 - Honest and trustworthy
 - Reliable, rigorous and well organized
 - Motivated and dedicated to his/her job
 - Able and willing to learn to extend his/her scope of work
 - Able to manage priorities, take initiative and work without constant supervision
 - Motivated and dedicated to his/her job
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HOW TO APPLY?

Interested candidates should submit:

- Motivation letter
- Copy of updated CV
- Copy of national ID
- At least 2 references with updated telephone numbers and e-mail address

Online applications can be addressed to: ssd.recruitment@pu-ami.org

Hand delivery applications can be submitted to:

PUI Pamat office, Malual Centre, Aweil North

Or

PUI Juba Office, Plot No. 347 Block 3-K South Thongping Juba

Before 22nd Decemebr 2017 by 5.00 PM

The position must be clearly indicated on the application. Only candidates who meet the selection criteria will be contacted.

This position is open to South Sudanese national only.

We kindly advice that this position is subject to approval of funding.

