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NILE HOPE



Strengthening communities for sustainable development

JOB VACANCY: Logistics Coordinator - South Sudan

Nile Hope is a national NGO operating in South Sudan since 2005.

The Vision of the organization is *Empowering communities for sustainable development*, and the Mission is *Strengthening communities for sustainable development*. We have a vacancy for a qualified and experienced professional to fill the position Logistics Coordinator South Sudan

Job Location: Based in Juba with frequent travel to the programme areas

Reports To: Program Director

Start Date: Immediate

Responsible For: The Logistics Coordinator will directly manage the logistics staff in Juba office. The field logisticians are functionally accountable to the logistics coordinator meaning that whilst the field logisticians are line managed to the Field Coordinator, the field logisticians will report to the Logistics Coordinator on technical logistical matters and are trained, coached and technically supported by the Logistics Coordinator.

Liaises With: UN, other INGOs, government bodies at County and State and national level and with Nile Hope programme and systems staff in Juba and in other programme areas

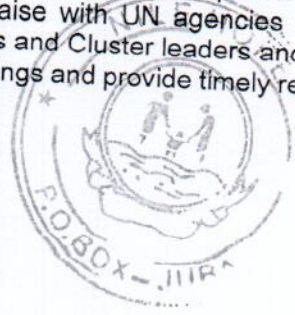
Job Purpose:

The Logistics Coordinator will be responsible for coordinating logistics activities in South Sudan, and will work under the supervision of the Program Director. He/she will enhance managerial and planning skills of Nile Hope logistics staff and develop an efficient and cost effective logistics system that meets the logistics guidelines, policies and procedures. The position holder will lead the continuous improvement of logistics systems that are in place, amending as necessary. He/she will provide effective and timely logistics support to all programs in relation to procurement, stocks and property management and communications.

Main Duties & Responsibilities:

General Logistics Management

- Manage logistic functions in Juba office;
- Translate the policies and objectives of a project proposal into logistics work plans together with the logistics team in Juba and field level;
- Develop and roll out country-specific Logistics manuals that are consistent with Nile Hope policies, local law and local practice
- Prepare and roll out guidance notes for users on specific areas of Logistics procedures
- Assist the Program Director in logistics budget preparation and tracking;
- Oversee the compilation and submission of monthly and quarterly logistics reports;
- In case of emergency interventions: liaise with UN agencies like UNICEF, WFP, UNHCR, Logistics Cluster and other UN agencies and Cluster leaders and co-leaders and RRC;
- Participate in interagency logistics meetings and provide timely reports to the Program Director.



Procurement Management

- Development and implementation of supply policies and procedures for the South Sudan programme as per the Nile Hope procurement manual.
- Preparing tender documents and supply contracts
- Preparing supply framework agreement with identified suppliers
- Supervise procurement functions ensuring that organizational procedures are followed and also Nile Hope gets value for money;
- Assist in developing an efficient and effective supply chain with the aim of reducing operational cost and keep database of suppliers and prices of frequently needed goods and services;
- Ensure extensive supplier and market reviews are carried out and a preferred supplier list is established;
- Ensure that requested goods and services are timely procured and delivered.
- Ensure that regular market surveys are carried out to ascertain average costs for goods and services in order to select suppliers that offer competitive price;
- Ensure all Nile Hope staff are trained in order-planning and are aware of the procurement procedures and inform staff about each revision.
- Ensure that all procurement files are completed as per logistics manual and financial requirements
- Ensure all paper works are properly filed and steps followed through purchasing process are compliant with Nile Hope Procurement procedures.
- Follow the clearance process for imported goods and ensure that all necessary documents are produced to facilitate the process

Stock and Property Management

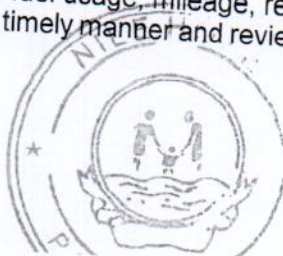
- Identify suitable storage and assure that storage facilities are appropriate in size, type and location; ensure that all stores are organized and managed according to Nile Hope logistic requirements; ensure that staff skills on stock management and inventory are up to date;
- Ensure that fixed asset registers are updated and verified quarterly;
- Ensure that all procedures and documents pertaining to asset management as per the logistics manual are followed; ensure assets are safe guarded with physical checks in line with Nile Hope Logistics Manual.
- Ensure donation certificates with recipient signature are obtained and filed for all assets and equipment donated to beneficiaries/partner groups.
- Ensure correct and adequate management of donations-in-kind paperwork, procedures and reporting.
- Periodically provide the Program Director with a list of obsolete items.

People Management

- Manage and supervise all logistic staff in Juba;
- Support and coach all Juba and field based logistics staff;
- Assess the continuing training and development needs of logistics staff and recommend trainings;
- Ensure that all positions have accurate job descriptions and that each member of the team fully understands outcomes which are expected of them, by complying with Nile Hope Performance Development Review process.
- Ensure that work within the team(s) is planned and organised in a way which will meet the organisation's needs in the most cost effective manner possible; ensuring that team members are given appropriate workloads and are working efficiently.
- Identify and take appropriate action to fill resource gaps (create new roles or launch timely recruitment to replace a leaver).

Transport Management

- Ensure effective fleet management is in place, in all locations, in accordance with Nile Hope procedures.
- Ensure all monthly transport reports on fuel usage, mileage, repairs and maintenance for each vehicle are accurate and submitted in a timely manner and review these for any potential issues.



- Assess the transport requirements of the country programmes on a regular basis and ensure that appropriate solutions (e.g. vehicle rental, transfers between country programme locations in compliance with donor requirements, vehicle procurement to increase the fleet and to replace old assets) are implemented on a timely basis.

Other

- Undertake other related duties as may reasonably be assigned by the Program Director.

PERSON SPECIFICATION

ESSENTIAL

Education, Qualifications & Experience Required:

- A degree in Logistics, Business Administration or Management
- A minimum of 4 years of overseas logistics experience with an International NGO with two years' experience at Logistics Coordinator level.
- Preferred experience in emergency response program and setting up emergency logistics operations
- Demonstrable experience in supervising, managing/coaching and training others (people management);
- Demonstrable experience on setting-up of logistical systems and related administrative procedures (knowledge of international ordering procedures and documents i.e. cargo manifests, warehouse management skills, good understanding of in-country custom clearing procedures and supply line to projects from capital, ability to design air, water or land logistical systems);
- Experience of working in insecure environments and knowledge of security management systems and approaches for Organizations.
- Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions

DESIRABLE

Special Skills, Aptitude or Personality Requirements:

- Excellent negotiation skills
- Ability to work under pressure to meet tight deadlines
- Good team worker
- Good Communication and Networking Skills
- Flexibility, reliability, cultural sensitivity, resilience and resourcefulness
- Needs to have initiative and be able to work with minimal supervision
- Empathy with organisational Vision, Mission, Goals and objectives; commitment to humanitarian principles and actions
- Excellent command of computer, internet and MS Office
- Fluency in English (written and spoken); fluency in Arabic desired

Application & Contacts: Submit a copy of your CV and testimonials to Nile Hope's Office in Munuki, off Main Munuki Road Email Human Resources Department. Email: awien@nilehope.org

Application Deadline: **01st December 2017**. Only successful candidates will be shortlisted and contacted.



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NILE HOPE



Strengthening communities for sustainable development

JOB VACANCY: Communications Officer - South Sudan

Nile Hope is a national NGO operating in South Sudan since 2005.

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Job Location: Based in Juba with frequent travel to the program areas

Reports To: Program Director

Start Date: Immediate

Liaises With: UN, other INGOs, government bodies at County and State and national level and with Nile Hope programme and systems staff in Juba and in other programme areas

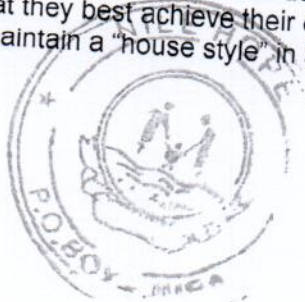
Job Purpose:

The communications Officer will undertake, review and spearhead organizational policy, planning, development and delivery of Nile Hope's internal and external communications, including website, staff and partner communications and publications, in liaison with Nile Hope staff; to contribute to wider policy and communications and Nile Hope work programmes. The position holder will lead the continuous improvement of Nile Hope communications systems that are in place, amending as necessary.

Main Duties & Responsibilities:

Media and Communications

- Lead on the content and use of Nile Hope's core communications channels: email, website, social media, print publications; including updating and ongoing monitoring, gaining input from other Nile Hope staff as necessary.
- To lead the research, planning and implementation of the longer-term development of the site, to ensure it continues to achieve its objectives;
- Sub-editing and proof reading articles, including program reports and proposals in cahoots with the Programs Director;
- Assist in the creation and publication of the organization's Annual Reports;
- Writing/reproduction of relevant articles to support Nile Hope's programmatic work;
- Sourcing and formatting images, e.g. for Nile Hope's programmatic IEC activities;
- Liaison with external advertising, design and printing contractors;
- To co-ordinate the production of other internal and external Nile Hope communications, publications and materials, in consultation with other Nile Hope Staff;
- To contribute to and as required lead the review and development of Nile Hope member communications to ensure that they best achieve their objectives;
- To develop, implement and maintain a "house style" in all Nile Hope written communications;



- To develop, implement and maintain, in liaison with other Nile Hope staff and external consultants (if need be) as required, strong Nile Hope visual branding;
- To develop and maintain an organisational photo library (including on Nile Hope's thematic programs) for use across a range of communications forms;
- To contribute to planning of and arrangements for Nile Hope events, in particular regarding the design and production of materials;
- To represent Nile Hope at internal and external events as required;
- To represent Nile Hope at external public relations fora, including developing media strategy, drafting press releases, responding to media enquiries and building dialogue with journalists;
- To develop, promote and adhere to best practice and to agreed systems and procedures across all areas of work;
- To remain informed of issues affecting the organization's administrative and programmatic activities as well as wider policy areas/issues;

Other

- Undertake other related duties as may reasonably be assigned by the Program Director.

PERSON SPECIFICATION

ESSENTIAL

Education, Qualifications & Experience Required:

- A degree in Communications, International Relations or equivalent degree or higher diploma in the communications field.
- A minimum of 2 years of experience in this field and preferably in a related field.
- Preferred experience in emergency response programs
- Experience of working in insecure environments and knowledge of security management systems and approaches for Organizations.
- Ability to work under pressure to pursue multiple tasks simultaneously to successful conclusions
- The position is open to south Sudanese nationals only

DESIRABLE

Special Skills, Aptitude or Personality Requirements:

- Ability to work under pressure to meet tight deadlines
- Good team worker
- Good Communication and Networking Skills
- Flexibility, reliability, cultural sensitivity, resilience and resourcefulness and commitment to gender equality
- Needs to have initiative and be able to work with minimal supervision
- Empathy with organisational Vision, Mission, Goals and objectives; commitment to humanitarian principles and actions
- Excellent command of computer, internet and MS Office
- Fluency in English (written and spoken); fluency in Arabic desired
- Ability to develop swift & targeted messaging;
- Good Reporting and analytical skills

**Position is open to south Sudanese nationals only.
Female are strongly encouraged to apply.**



Application & Contacts: Submit a copy of your CV and testimonials to Nile Hope's Office in Munuki, off Main Munuki Road or send email to Nile Hope Human Resources' Department
Emails: awien@nilehope.org Applications deadline: ~~28th November 2017~~. Only successful candidates will be shortlisted and contacted.

6th Dec 2017 