



*I Duly Approved*

*28/3/18*

South Sudan Mission

VACANCY NOTICE.



Action Against Hunger USA is part of the Action Against Hunger-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities through food security and livelihood, nutrition, water and sanitation, health and advocacy.

Action Against Hunger is currently looking for a suitable candidate to fill the position of a **Logistics Assistant, (Emergency Program) Two (2) Positions.**

Position Open Date: 28-March-2018

Closing Date: 18-April-2018

Starting Date: April (ASAP)

<b>Objective 1</b>	<b><u>Supply Chain Management and warehousing</u></b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• To collect, compile process and validate at base level all Internal Order Forms for Action Against Hunger's Multi-Sectoral Emergency Team.</li> <li>• Maintains lists of local suppliers of products and services, ensuring update of the catalogue (price list) regularly.</li> <li>• Ensure stock management systems are update (storage conditions, stock cards, reports, expiry dates during deployment, inventory list)</li> <li>• Conduct regular inventory at field warehouse.</li> <li>• To work closely with the Emergency Logistics Manager to prepare chartered flights to the field sites.</li> <li>• Ensure compliance with KitLog (procurement policy) at base level.</li> <li>• Assisting with distribution of different kits (hygiene, nutrition, fishing, seeds etc.).</li> </ul>
<b>Objective 2</b>	<b><u>Equipment and property Management</u></b>

<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• To evaluate the equipment's needed for the base</li> <li>• To supervise the allocation and the use of the equipment. Ensures that individual fill allocation forms for equipment under their custody.</li> <li>• To update Equipment List accordingly;</li> <li>• Ensures that Action Against Hunger's properties are kept in good condition, supervises the power, water and cleaning supplies and carries out checks on a regular basis</li> <li>• Supports management of compound's power/electricity system</li> <li>• Ensure timely garbage disposal.</li> <li>• Follows up on the condition of the stocks of consumable goods and prepares for replenishments when the minimum stock is reached;</li> </ul>
<b>Objective 3</b>	<b><u>Fleet management</u></b>
<b>Tasks &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• During deployments support and organize weekly vehicles/boat movement planning and staff movement.</li> <li>• Plans and organizes transport for goods to destinations: packing, weighing, labeling, preparation of packing list, organizes loading/offloading, prepares transport documents (waybill), notifies destination, and confirms arrival;</li> <li>• Liaise closely with the service providers (such as vehicles and boat rental, daily hires, etc.)and ensure timely provision of those services.</li> </ul>
<b>Objective 4</b>	<b><u>Reporting</u></b>
	<ul style="list-style-type: none"> <li>• Compilation &amp; transmission of Base Logistics Reports (Stock Reports, vehicles and Boat Rental cost follow-up, Equipment list, Incident Report, Order follow-up to the bases/programmes, Sitreps and Oral reporting) to the MET Logistician.,.</li> </ul>
<b>Objective 5</b>	<b><u>Deployment support</u></b>
	<ul style="list-style-type: none"> <li>• During deployment support the team with all the required logistics support</li> <li>• He manages the supplier at field level</li> <li>• He manages the base during deployments</li> </ul>
<b>Objective 6</b>	<b><u>Security</u></b>

## REPORTING RESPONSIBILITIES

- Compilation & transmission of Base Logistics Reports (Stock Reports, vehicles and Boat Rental cost follow-up, Equipment list, Incident Report, Order follow-up to the bases/programmes, sitreps and Oral reporting) to the EMG Log Manager



POSITION REQUIREMENTS	
QUALIFICATIONS	
<ul style="list-style-type: none"> <li>Degree or Diploma /in Accounting from technical college in logistics and/or business administration.</li> </ul>	
SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> <li>Experience of working in humanitarian relief/development sector in the field, in a logistics or other related programme support role.</li> <li>Strong communications skills, with excellent verbal and written English. Fluent in local dialects and Arabic language is a requirement.</li> <li>Professional Experience of at least one (1) year in Logistics.</li> <li>Good working knowledge of Computer, particularly Word and Excel Computer skills.</li> <li>Willing to work occasional evenings and weekends and to carry out field visits at short notice if required.</li> </ul>
PREFERRED	<ul style="list-style-type: none"> <li>Previous experience working with NGO or UN agencies</li> </ul>

To apply send your application with CV, cover letter, attach relevant academic documents related to the job and three professional referees to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **Logistics Assistant (Emergency Program)** in the title of your email, or deliver your application to Action Against Hunger Office at Hai Cinema next to Bari Church, Juba town.

The deadline for applications is **18<sup>th</sup> April 2018 at 5:30 PM**. Due to urgency of this position we will be reviewing the applications as they come and interviews may be done before the closing date.

***Female candidates are strongly encouraged to apply.***

**Note: Applications submitted are non-returnable.**

