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| **Position No. 2** | **Logistic and Security Officer** |
| **Reporting to** | **Finance and Administration Manager (FAM)** |
| **Location** | **Country Office Juba South Sudan** |
| **Start Date** | **ASAP** |
| **Duration** | **6 Months** |
| **Functions and Job Description** | **Procurement and Logistics Functions:**   * Manage logistics support and advice the project team on logistics procedures and arrangement * Identify and plan the HEKS purchases through a procurement plan * Ensure the respect of quality of procurement and respect of delivery deadlines, purchase and stock management procedure * Design and update a suppliers’ database * Ensure safety storage of supplies and equipment * Ensure the management of equipment and the follow up of maintenances * Be responsible for the technical aspects of the risk reduction/mitigation policy and implement contingency measures. * Ensure all vehicles are in good mechanical conditions and fuel full tanks * Be responsible for technical aspect and risks reduction/mitigation policy and implement contingency measures * Supervise the general follow-up of vehicles and ensure a regular maintenance * Ensure the management of equipment and the follow up of maintenances * Ensure the respect of quality of procurement and respect of delivery deadlines, purchase and stock management procedure * Identify and Plan for HEKS Country Office purchases through procurement plan * Offer logistics support and reports to FAM on procurement * Computer literacy is a **MUST**   **Security Functions:**   * Will be Security Focal Person for HEKS South Sudan Country Office * Seek security clearance from the relevant security and government agencies for HEKS official visitors and Field teams before travel * Coordinate Security matters for KES Country Office in South Sudan * Ensure the respect of the security guideline and the good functioning of the relative tools * Participate in development, review, implementation and monitoring of security situations * Supervise the general follow-up of the HEKS vehicles during Field activities and ensure a regular maintenance * Participate in development, review, implementation and monitoring of security measures * Ensure the respect of the security guideline and the good functioning of the relative tools * Maintain constant contacts with field team to and from the field locations. * Monitor vehicle and staff movements on a daily basis * Report on security matters to the Country Director for actions |
| **Competenciess** | * Must be a South Sudanese National with a valid National Identity Card * University Degree in relevant fields (Procurement and Logistics, Business Administration, Bachelor of Accounting, Bachelor of Social Sciences) or any relevant fields * At least five years experiences in coordination/ managing security arrangements preferably in relevant fields * Knowledge in procurement policies and best practices * English language and Arabic competencies * At least 25 years and above * Successful candidate must be ready for security background check * Certificate of Good Practice is a requirement |