



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

09 APR 2019

JOB ADVERTISEMENT
LOGISTICS ASSISTANT
Based in Udier, Upper Nile

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organisation whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

- Handles logistic files under supervision of a delegate or Logistician with multifunction (SCM, Feet, Warehousing, Transport, Purchase, Reporting, IMPEX) in a field office Delivers basic logistic procedures.
- Operates Logistic databases independently
- Produces monthly & weekly reports and conducts inventories
- Carries our specific Logistic duties (within the above-named departments) within a larger Logistic structure

Main Duties and Responsibilities:

- Responsible for the Supply Chain Management from the receipt of orders from the sub delegation of Malakal until their ultimate delivery to the customers.
- Verify the supply sources (procurement of goods ex stock or through local purchasing or ex Juba) related to Requisition Orders (RO).
- Ensure that ROs are processed and delivered to relevant departments,
- Register ROs in the monitoring tool/logistics system and forward them to the Logistics Coordinator for action if needed.
- Provide information to the clients/departments on the status of their RO and inform the Logistician of daily activities.
- Handles purchase requests (Internal Requests, RO) and advises requester on quality issues, availability and price.
- Purchases all petty cash procurements mostly in Udier Base and any other place as requested. Ensures that best price for quality is obtained.
- Updates and maintains knowledge about main suppliers and checks the market for potential new ones.
- Ensures that all Rules and Regulations of the ICRC standard procedure for purchasing are applied in strict conformity.
- Checks prices for given items and brings back pro-forma invoices or price offers from suppliers, based on best market price and good quality products.
- Requests RO, PO and/or Contracts to Udier Base for all items purchased when necessary.
- Confirms supplier's reception of PO and agreement on terms and conditions.
- Follows the delivery schedule of the goods as per instructions.
- Ensures that orders are delivered in time and with the correct product specifications
- Sorts out eventual claims related. Reverts back to the supplier with regard to potential quantity or quality issues.
- When purchased locally, collects items directly from the supplier or transporter.
- Responsible for petty cash purchases.

Only short-listed candidates will be contacted. Application files not retained will not be returned.



- Provides the requester and the Administrator with updated information regarding purchases (amount and timing).
- Checks and processes invoice from the supplier, provides all supporting documents and submits these to the relevant signatories for approval and payment.
- Updates and maintains petty cash records.
- Performs necessary paperwork and assures follow up with administration and other departments.
- Records bookings of vehicles and makes sure that they are ready in time.
- Makes sure that the attribution of vehicles is respected and co-ordinated with respective departments in case of changes.
- Ensures that passengers and cargo on board have all the necessary authorizations and documents.
- Picks and packs consignments according to instructions received.
- Checks that all consignments arriving are accompanied by their respective waybills and packing lists.
- Ensures proper storage of all goods and protects them adequately from heat, water, fire, dirt and vermin.
- Supervises daily workers for packing, moving and off/loading, if any.
- Maintains the stores and the rub hall clean.
- Arrange cargo movement to/from the delegation to the airport. Liaises with airport authorities on all aspects of the operation and the aircraft requirements required for operating at the airport. Distributes the daily flight plans to the local airport authorities.
- Ensures that ICRC staff, as well as hired (casual) workers are correctly briefed and monitored during loading and off-loading of ICRC flights as chartered flights as required and supervises these operations.
- Ensures that the ground staff and drivers are briefed and trained in airport procedures as well as procedures related to the loading and off-loading of aircraft.
- Supervises the refuelling of ICRC aircraft/helicopters either with drums or with local providers respecting the safety rules and regulations.
- Maintain good professional contacts with the local authorities and follow up of official procedures relevant to the area of operation and informs all (ICRC and operator – crew) of relevant changes.
- Be aware of the delegations objectives and activities
- Understand the three components of the Red Cross/Red Crescent Movement
- Apply the security rules at all times
- Respects and observes the staff regulations of the ICRC in South Sudan
- The employee may be asked to perform duties and task not covered in this job description as well as to provide support to other departments when necessary.

Minimum required knowledge & experience:

- A' Level (Higher/ Advanced higher-Grade exam) or equivalent. Some college coursework completed, or an Associate Degree is an asset;
- Additional vocational training in administration, logistics or similar field an asset;
- Minimum 3 years' experience in logistics, administration or similar position;
- Conversational level in English and Arabic;
- Knowledge of Nuer Language is an added advantage.
- Intermediate computer skills;
- Skilled in the following competencies: Adapting & Learning, Team Work, Planning, Organization & Assessment; Communication (Ability to express views and ideas).

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Logistics Assistant – Udier, Upper Nile**" (including C.V. written in English) and copies of certificates at latest **Friday, 26th April 2019** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

or By email to: mal_recruitment_services@icrc.org

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