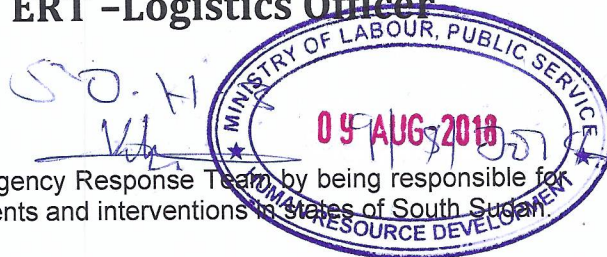




# Job Advertisement

## ERT -Logistics Officer



**Job Purpose:** Serve as the field logistician of the Health Emergency Response Team by being responsible for the equipment and logistical needs of the Health ERT assessments and interventions in states of South Sudan.

### Key Responsibilities

#### Staff management (within the field):

- Hiring local Sudanese compound workers: (e.g. cooks, cleaners, guard, etc.) set up contracts, training, supervising local staff and being responsible for payments.

#### Quality management

- Maintain field equipment including vehicles, generators, and different communication equipment
- Develop equipment routine service and checks systems to ensure that they are operational all the time
- Monitor and ensure good use of equipment
- Equipment status report after every intervention
- Managing and securing the field store during interventions: maintenance of compound in general

#### External representation

- Act as liaising manager, especially in field locations concerning translation into local language, help with discussions and cultural issues
- Meet with counterparts/local leaders at the onset of and during the time the ERT is on ground as requested by Programme Manager or team leader during interventions
- Carry out all duties pertaining to this job description

#### Logistics

- Order and follow up of purchase requests with the Project (Support) Manager and the Logistics Manager in Juba and ERT Logs Coordinator.
- Ensure timely order of field requisition needed to fulfil objectives with signed approval by Project Manager
- Act as the emergency response team logistician:
  - Timely preparation and organisation (often with a short notice) of all supplies needed for assessment and interventions with project manager, team leader and base logisticians
  - Build up the campsite / worksite: e.g. foxholes, store, dispensary tents, shower, toilet if necessary
  - ERT land cruiser: if needed searching for local drivers and undertaking driving test, ensure that car is in good technical condition (check of liquids, diesel..), condition report,
  - Set up communication equipment, especially QMAC in an appropriate way
  - Water management: ensure the constant availability of clean water for cleaning, cooking, showering and safe drinking water
  - Prepare household and kitchen trunks for teams for intervention
- Organise and prioritise tools, equipment and spare parts and arrange transport for the same during emergency intervention in consultation with the project manager and team members
- Order, track and receive orders and check against waybill, liaising with senders to resolve problems
- Preparation for ERT interventions: Packing, Transport / Loading, Administration (Packing list, Waybill, Stock Cards) of items going to field sites
- Assisting warehouse manager with maintenance of the store shelving, organisation, inventory if requested
- Warehousing (Base): Ensure there is always appropriate stock in terms of readiness for interventions in liaison with Warehouse Manager, Team Leader and Logistics Manager. That includes Borehole- / Emergency Water System- / HHP- / Stationary- / Construction- material as well as team food and team household items.
- Maintain and coordinate repair of Medair field equipment and accessories
- As needed or required, by the direction of the Program Manager or WASH Advisor, perform these Logistics duties (above) for general WASH programs
- Report writing and radio reports to Project Manager and ERT Logistics Coordinator
- Taking detailed records of information gathered in the field and compiling it

#### Driving:

- To ensure the safe travels on the road of staff members and supplies to various locations/destinations. Check daily on the status of the ERT car used in field locations and give recommendations to trip leader if needed.

## II. Person Specifications

### Essential

- Logistics course
- Driver's license
- Previous logistical experience is preferable
- Fluent in written and spoken English and Arabic

### Desirable

- Diploma in mechanics
- Minimum of 2 years of professional experience
- Knowledge of other languages spoken in South Sudan

Applications deadline: **28<sup>th</sup> August, 2018**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: [recruitment@southsudan.medair.org](mailto:recruitment@southsudan.medair.org) Human Resources Department, Medair South Sudan, Theo Road, Hai Tongping.

**Female are highly encourage to apply. Email applications are highly recommended**

