



VACANCY NOTICE

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

ACF-USA is current looking for suitable candidates to fill the position of **Roving Logistics Manager, (1 Position).**

Position open date: 14th February 2017
Starting date: As soon as possible (ASAP).
Duty Station: Juba

Objective 1	Facilities Management in Juba
Tasks & responsibilities	<ul style="list-style-type: none"> • Lead preventive and corrective maintenance activities in Juba office and Guest house • Manage the different contracts related to current facilities management including rent contract; • Develop and follow up daily, weekly and monthly check up and monitoring system for the facilities to ensure a good quality of life. • Develop and follow up a maintenance plan for equipment and assets in Juba (generators, Air conditioners, fridges,...) • Develop and follow up a maintenance system for electrical and plumbing installations in juba office and Guest house • Ensure that all the supplies needed for office and guest house are available • Participate in the selection of service providers for promises management <p><i>Follow up includes to direct and coach the team (log support, log assistant,) and monitor implementations</i></p>
Objective 2	Logistics Management in Juba
Tasks & responsibilities	<ul style="list-style-type: none"> • Support log support and assistant in vehicles fleet management in Juba • Support log support and assistant in fuel management in Juba, including monitoring of supply pipeline, inventories and consumption. • Raise and follow up procurement requests (PR) for logistics needs in Juba • Handle any other logistics issue in Juba in collaboration with Logistics Coordinator
Objective 3	Support to Log team, Staff Management, training
Tasks & responsibilities	<ul style="list-style-type: none"> • Fill up the gaps in logistic works in the bases as when needed and requested by Logistic Coordinator; • Train and coach bases logistics teams where the needed is identified • Carry out audits and spot checks during the base visits • Line Manage the logistics support and logistics assistant. • Support Logistic Coordinator in the areas of work requested as when needed; • Regular reporting to Logistic Coordinator on the progress of work.

	<ul style="list-style-type: none"> Participate or lead base opening and closure when requested
Objective	Monitor storage at mission level
	<ul style="list-style-type: none"> Train and coach storage management staff at mission level Make sure the guideline for nutrition supplies management is fully understood and applied and report any unconformity to Fieldco and Logco Cross check IKD data bases with SFUs and report and report any unconformity to Fieldco and Logco Support nutrition coordinator in reporting on nutrition supplies Make sure the storage procedures are fully understood and applied Carry out systematic inventories (mandatory once per base every two months) and stop checks
	Manage UNHAS bokings
	<ul style="list-style-type: none"> Book UNHAS flight in accordance with the guideline Update the passengers on the flights Share flights tickets and manifests with the relevant persons (base logs, passenger) Follow up the balance of ACF account in UNHAS and make sure the flow is maintained Request the monthly statement from UNHAS and share with Finance department

INTERNAL & EXTERNAL RELATIONSHIP

Internal	<ul style="list-style-type: none"> Closely work with Logistics coordinator, field coordinators and head of bases Closely work with base logs and storekeepers and provide technical support Close collaboration with the supply chain manager, IT manager, procurement manager; Work closely with finance, HR and all other department to improve the facility management of the office and the guest house.
External	<ul style="list-style-type: none"> Closely communicate and work with the building owner and the other contractors and service providers Take part in local logistics coordination groups such as cluster or other adhoc partners

REPORTING RESPONSIBILITIES

<ul style="list-style-type: none"> Write a field visit report for each visit and share with Logistics Coordinator and fieldcos, deputy fieldco and head of base Write other specific report (assessment, base closure,...)
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POSITION REQUIREMENTS	
QUALIFICATIONS	
University degree in logistics management and procurement, Business administration or any other related field.	
SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> • Experience of working in humanitarian relief/development sector in the field, in a logistics or other related programme support role. • Good working knowledge in logistics and related field (Supply chain, civil engineering, electricity, mechanic...) is recommendable, • Strong communications and capacity building skills, with excellent verbal and written English. • Good working knowledge of Computer, particularly Word and Excel Computer skills. • Willing to work occasional evenings and weekends and to carry out field visits at short notice if required. • Good knowledge of Computers and HF radio communication.
PREFERRED	<ul style="list-style-type: none"> • Previous experience working with INGO or UN agencies as international staff is preferred. • Proven knowledge and experience of logistics core competencies

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying **"Roving Logistics Manager"** 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 Friday 3rd March 2017 at 5:30 pm. Note due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable

