

Job Advertisement

MEDAIR

Logistics Assistant



Job Purpose: To work with the Leer team in Juba and occasionally in field locations in Leer County, providing logistical support to ensure smooth running of project activities in field locations; and ensure a high standard of accountability relating to receipt, storage and issuance of materials and equipment.

To work alongside the support teams to ensure that the needs of the Leer team project needs are met efficiently, accurately and on time.

Key Responsibilities

Logistics

- Support Leer field locations from Juba by procuring field items assisting in preparation for assessments and interventions;
- Provide regular support to the Juba Procurement Team on Leer related needs (obtaining quotations from local suppliers, procuring key items as needed);
- Follow procurement procedures for purchasing materials and provide necessary paperwork (e.g. Purchase Requests, Request For Quotation, Waybills, etc.);
- Liaise with Juba warehouse staff to make sure all needed Leer Team goods and services are being delivered including to the field in a timely and effective manner according to necessary procedures and rules;
- Reconcile received items against packing list/manifest – report any discrepancies/damage.
- Ensure that all Cargo is properly logged and stored and carry out inventory when needed;
- Perform other tasks as requested by line Manager.

Fleet and equipment

- Liaise with Field Logs Staff to ensure a smooth running of all Project activities;
- Ensure a proper use of project equipment and update data base/inventory on Project assets;
- Ensure vehicles remain clean, inside and out;
- Drive with due care and attention – maximum speed on highways is 80km/h; maximum speed through towns is 40km/h, driving as road conditions allow.
- Immediately report any vehicle faults or issues to the Fleet Manager and line manager.
- Ensure all passengers use seat belts (where available).
- Accurately complete and update the vehicle log book each time the vehicle is used.

Communication

- Ensure accurate and timely reporting of activities.
- Develop and maintain a transparent, honest and supportive communication structure with other colleagues and other Medair staff so as to uphold a spirit of unity and mutual respect.

Person Specifications

Essential

- Certificate in Logistics and Procurement Management
- Experience using computers/data base to update inventory tracking
- Driving License and experience of driving 4x4 vehicles
- 1 to 2 years' experience in Logistics, Assets/base management
- At least 1 year of relevant working experience in a large organization
- Excellent command of English (oral & written) and local languages Commonly spoken in Leer
- 6 months experience using Microsoft Excel in an office/professional setting

Desirable

- Diploma in logistics
- Basic mechanic/vehicle repair skills
- Experience in Logistics management (procurement, transport, warehousing, etc.).
- Arabic language skills
- High-level Microsoft Office ability: Excel

Applications deadline: **29 April 2019.**

Please submit your application comprising (1) a comprehension 2 paged CV that includes contact details, education and training background, work experience and 3 referees, and (2) an application support statement on how you meet the Person Specifications outlined above to: **Recruitment Human Resources Department,**

Medair South Sudan - Theo Road, Hai Tong Ping

E-mail: recruitment-sds@medair.org

