

11th March, 2016



Save the Children

External/Internal_ Job Advertisement

VA No. SCI-03112016

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

Job Title: Logistic Officer
Location: Agok Abyei.
Reports to: Field manager
Contract Period: 6 Months

JOB PURPOSE:

To provide effective, efficient and high-quality logistics support for the Agok/Abyei program site in line with the Save the Children International South Sudan country logistics strategies, policies and guidelines and in line with legal compliance and organizational good practices.

KEY AREAS OF RESPONSIBILITY:

Stock/Warehouse Management

- Ensure that all procured materials are properly stored and correctly recorded and that the stores are maintained following standard SC procedures
- Ensure that the movement of inventories IN and OUT of the stores is correctly documented; authorized and paper work is done as per procedures. E.g. SR, GRN and WB
- Ensure that all stock movement is captured in TIM software
- Alert the relevant Field Office/Programme Manager/Requester about the receipts and dispatches and coordinate with them, as it may be necessary
- Ensure that Stock Cards, Bin Cards are updated and stock reports are produced and circulated to Head of Logistics and Line Manager.

Assets Management and Inventory

- Maintain and update the Assets Register and Equipment Register for the Abyei office and coordinate with Field Manager on status and issues
- Ensure that all the changes to the assets & equipment locations, conditions are reflected in respective registers in a timely manner. Any discrepancies are reported immediately
- Ensure that all assets of the programme are labelled correctly and ID cards created
- Ensure that the assets that are issued to staff are authorized, recorded and necessary paper work exists as per the policy of Save the Children
- Ensure that all assets are properly maintained and looked after. Any miss-use and abuse is reported and senior management is updated on the status and issues related with assets.

General Work and Filing

- Implement standard Save the Children logistics systems and procedures and provide training and support to other colleagues in logistics or programme teams, as it may be required
- Ensure that all logistics monthly reports are submitted on time and to high level of accuracy
- Ensure that all paper work is kept according to the policies and procedures of the organisation and filed neatly with supporting documents in respective files.

Procurement

- Receive Purchase/Field Requests and coordinate with the requesting office/department on specifications, quality and delivery time, as necessary
- Ensure that all Purchase Requests are updated on the Procurement Tracker as soon as those are received
- Follow the right procurement procedures and obtain the Quotations/Bids from the suppliers & service providers and carry out rest of the formalities eg. CBA, POs/Contracts and keep his line manager/budget holders informed of the status.
- Follow value for money criteria for purchase recommendations and within donor rules
- Ensure that all paper work is kept according to the policies and procedures of the organization and filed neatly with supporting documents in respective files.
- Update the suppliers list/data and compile required information & data
- Timely submit the supplier & service provider's invoices for payment and follow up with finance team to ensure that all payments are made without delay. Provide required supporting documents and ensure that proper audit trail exists for all procurements
- Conduct regular market assessments.

Fleet management

- Ensure programmes teams have submitted weekly movement plans and develop a movement schedule accordingly
- Ensure the all vehicles are in a road worthy condition
- Ensure all vehicles are equipped with tool kits and safety items
- Manage fuel consumption, ensuring effective stock levels
- Alert Field Manager to any concerns around fuel/vehicle usage.

Other

- Perform any other task as may be assigned to you by a line manager.
- Carry out the responsibilities of the role in a way which reflects Save the Children's commitment to safeguarding children in accordance the Child Protection Policy
- Comply with all Save the Children policies and guidelines, including Fraud and Dishonesty, Whistleblowing, safety and security.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency