



ICRC

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



JOB OPENING LOGISTICIAN IV Based in Rumbek

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position to be based in Rumbek.

Main Duties and Responsibilities:

- Receives Requisition Orders (RO), analyses them and communicates with the requester to obtain further details, if needed.
- Determines relevant specifications of the requested products together with the requester.
- Determines the source of supply for incoming ROs. Ensures that ROs are properly forwarded for upstream supply source for the items that are not available locally.
- Is responsible for the follow-up process until goods / services are delivered by the supplier; Ensures that orders are delivered on time.
- Provides information to the clients/departments on the status of their RO.
- Monitor and follow up on claims and claims procedures
- Supervises purchaser to handle local purchases on a daily basis with a working advance.
- Requests price offers from suppliers.
- Prepares and sends out tender requests in coordination with direct superior.
- Prepares selection table in coordination with the requester to justify the choice of supplier.
- Coordinates the establishment of Purchase Orders (PO) and contracts with Juba Logistics according to the financial rules of the delegation and purchasing procedures.
- Ensures that contractual terms correspond to applicable local legislation.
- Follows up proactively the delivery schedule of the goods according to contractual terms.
- Ensures the quantity and quality control of delivered goods together with the Warehouse and / or requester.
- Communicates with inspection companies and suppliers with regard to quantity and quality issues.
- Manages suppliers and ensure proper filing thereof
- Is responsible for maintaining all logistics files in accordance to the ICRC filing system.
- Checks and processes invoices from the supplier, provides all supporting documents and submits for signatures and payment.
- Is in charge of maintaining complete PO files according to logistics procedures, with all copies or original of documents requested and to archive them.
- Manages car dispatch to ensure that teams have access to vehicles and drivers as necessary for their projects.
- Ensures that vehicles are used in an efficient and cost saving way.
- Ensures the regular maintenance and repairs of vehicles.
- Organizes and monitors the refuelling according to ICRC procedures.
- Ensures that vehicles are ready to be driven at any time with all equipment and tools, following guidelines.
- To monitor, control and report on the use of vehicles; reports shall be sent to Juba Logistics
- Manages the storage facilities including regular stock inventories for all assistance items in accordance with ICRC guidelines.
- Ensures all the stock items are accompanied by the appropriate documents and that incoming and outgoing shipments are recorded accurately.
- Ensure that all warehouses are appropriate for requirements, clean and secure.
- Ensures the timely and adequate loading and offloading of materials at the warehouse.
- Ensures the updating of bin cards at the end of each load / offload.
- Ensures proper storage of all goods and protects them adequately from heat, water, fire, dirt and vermin.

Minimum Required Skills and Qualifications:

- '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
- Minimum 3 years of experience in logistics, administration or similar position
- Conversational in English and Arabic.
- Intermediate level in computer skills
- Skilled in the following competencies: Adapting & Learning. Team Work. Planning, Organization & Assessment; Communication (Ability to express views and ideas)

Interested candidates should submit their application clearly marked "Logistician IV" (including C.V. written in English and copies of certificates) at latest **Monday, November 21st 2016** to **The Administrator**;

either: At the ICRC reception Juba, Wau, Bor, and Rumbek
or: By email to jub_hr_services@icrc.org

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