



ACTED



JOB ADVERTISEMENT

Roving Logistics Officer

Position: Roving Logistics Officer

vacancy: 1 person

Department: CCCM, Juba, ACTED South Sudan

Base: Juba

Duration: 6 month – March 1st 2019 (Depending on securing Funding)

Date of Issue: 7-Feb-2019

Date of Closure: 26-Feb-2019

ASSIGNMENT

The **Logistics Officer** in Juba is in charge of:

- all procurement activities (up to and including Scenario C) for programmes in the Region, and
- all stocks reception and dispatches and other warehouse related activities.

CHAIN OF COMMAND

Hierarchical: Deputy/Area Coordinator - Equatorias

Technical: Country Logistic Manager

WORKING RELATIONS

Internal:

- ACTED Staff

External:

- Humanitarian Partners
- Suppliers

Functions

1. Stock/Fuel Management

- Is accountable for all program and non-program inventories purchased by the ACTED Team
- Manages the IN & OUT processes of stocks in the ware house and ensures the proper implementation of these processes;
- Is responsible for overall compliance with ACTED stock management procedures;
- Is responsible for maintaining the designated warehouse safety and ensure that it is kept clean and well organized.
- Assists with issuing timely inputs of data to the CLM monthly stock/fuel consumption reports of



the warehouse.

2. Delivery (Transport) Management

- Receive ACTED stock and supplies procured by the ACTED Team
- Is accountable for the overall compliance with delivery management procedures set in ACTED Global Logistics Management Manual;

3. Filing and Reporting

- Ensure all stock and procurement follow up is updated and tracked on ASSiST (the ACTED South Sudan Database)
- Is responsible for filling all the reception vouchers, stock cards, stock request and waybills.
- Makes sure that the FLAT processes are respected

4. Procurement up to and including Scenario C.

- Receive orders from the ACTED Bases
- Formulating a plan to purchase the items ordered from the market
- With the support of the Asset and Stock Officer (Stock keeper) and the Transport Officer (Dispatch), ensure the delivery of the procured items to the ACTED offices and project sites
- Accountable for compliance with respect to all procurement's made at area office level
- Complete the procurement of good and services for the ACTED region, up to and including scenario C, in accordance with the ACTED Logistics Manual.

5. Supply chain management

- Develop and update the order follow-up (using ASSiST) for all field based procurement procured or received at the capital level.
- With the support of the Asset and Stock Officer (Stock keeper) and the Transport Officer (Dispatch), Manage of the forward movement of stock from Juba to the ACTED Bases and project sites;
- With the support of the Asset and Stock Officer (Stock keeper), receive goods (for the ACTED Bases and Programmes) from implementing partners, framework contract suppliers and donor agencies.

6. Reporting

- Responsible for complying with all the reporting requirements within the various sub-departments to the country management team, HQ as well as donor requirements within the FLAT process.

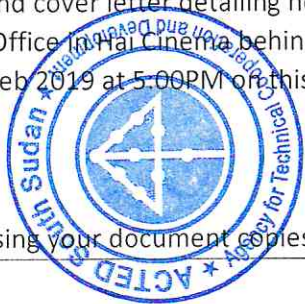
7. General

- Any other duties as directed by the Area Coordinator and CLM.
- Be prepared to take on additional areas of responsibility as required

APPLICATIONS:

To apply, please hand in a CV and cover letter detailing how your experience and skills match this position description to ACTED Office in Hai Cinema behind Concor Hotel Submissions must be delivered not later the 26th of Feb 2019 at 5:00PM on this day or send an email to juba.hrofficer@acted.org.

Please ensure that you apply using your document copies, include an up-to-date telephone number,



applications will not be returned and Shortlisted candidates will be notified.