



Date: 12th April 2019

ADVERTISEMENT FOR A LOGISTICS ASSISTANT

Islamic Relief is an independent humanitarian and development UK based organization, with an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for people still living in poverty. Islamic Relief South Sudan began its humanitarian operation in South Sudan in 2004 focusing on providing life-saving aid and implementing developmental programmes to support people affected by drought and conflict by establishing three sub-offices in Narus (Kapoeta East), Wau, Warrap, a satellite office in Yei and its main offices in Juba.

Applications are invited from suitable candidates (south Sudanese) to fill in the position below based in Juba;

Base Location : Narus, South Sudan
Contract Type: 6 months with possibility of extension depending on availability of funds
Closing date: 21st April 2019 5:30 PM
JOB PURPOSE: The Logistics Assistant is responsible for the Narus programme Fleet, Warehousing, and procurement in line with IRSS Fleet, Warehousing and procurement policies.
<u>KEY WORKING RELATIONSHIPS</u> <ul style="list-style-type: none">• Has regular contact with Logistics Coordinator and works in close coordination with the Field Coordinator, sectorial technical leads and other programme staff at the field level• Line manages the drivers for both the organization and for hired vehicles at Narus field office level.

KEY ACCOUNTABILITIES

Key Accountability 1: Fleet Management.

- All Fleet activities are carried out in accordance with appropriate IRSS policies, standards, procedures, local processes as defined in the 'Country Vehicle policy', country scheme of delegation and where required, donor rules.
- Fueling of IRSS vehicles
- Fuel consumption reconciliation for payment with the supplier
- Compilation of defect report for all IRSS vehicles and reporting on time for service, repairs and maintenance.
- Allocation of IRSS and hired vehicle as per fully approved movement plans in liaison with the Logistics Coordinator and Approval by Logistics Coordinator.
- Monitor the service delivery of all hired vehicles and report unsatisfactory service delivery to the Logistics Coordinator with facts.
- Organize for enough vehicle spare parts stocks for service A for all the vehicles
- Ensure all vehicles both IRSS and hired are always in good condition, reliable and clean.
- Compilation of fleet monthly analysis report
- Monitoring the movement of IRSS and hired vehicles with constant communication.
- Reporting of any misuse of both IRSS and hired vehicles.
- Having complete documents before hiring a vehicle

Key Accountability 2: : Procurement

- Assist the Logistics Coordinator in Procurement at Narus office
- Assist in procurement to ensure timely supply of goods and provision of services to projects
- Assist in identify sources of supply of goods and service to meet programme needs
- Assist in development of procurement plan and schedule with program officers
- Assist in ensuring transportation of projects supplies in timely manner
- Assist in ensuring all items procured represent best value for money.
- Assist in ensuring that procurements are not carried out without Budget Holder approval, either directly or as properly delegated.
- Assist in ensuring suppliers are managed professionally, impartially and with no appearance of impropriety.
- Assist in the processing of supplier payments and follow up of missing procurement documents with suppliers.

Key Accountability 3: Warehousing

- All Warehousing activities are carried in accordance with appropriate IRSS warehouse policies, standards, procedures, local processes as defined in the 'Country Logistics manual', and where required, donor rules.

- Coordinate Warehouse activities and prepare at least 2 days in advance to the reception of goods.
- Ensuring all incoming and outgoing stock is managed according to the warehousing and stock Management standards. E.g. generate GRNs and Stock release and submit for approval
- Ensuring that appropriate storage and physical condition of stocks are according to their specific requirements.
- Ensure the warehouse is clean, ventilated and well arranged.
- Ensure all the warehouse documents are placed accordingly e.g. (bin cards, stock cards) etc. are up to date, proper filling and capturing of all warehouse documents in their respective systems.
- Keep monitoring the manufacturer expiry dates, SOF expiry dates and raise alarm in advance.
- Ensure all stocks are distributed before the expiry of each project.
- Report any anomalies in the warehouse immediately to the Logistics Coordinator
- Ensuring all stock is released with stock release form and stock release approvals done.
- Ensuring all goods are tracked by description, source of funds (donor) code and project code.
- Ensuring all associated paperwork is completed and filed correctly so that there is clear auditable trail for all stock Movements i.e. GRNs, Stock release, Waybills, stock cards, stock reports e.tc
- Coming up with a list of stocks that needs to be disposed according to IRSS policies and procedures.
- Comply with IRSS policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

Key Accountability 4: : Reports

Monthly fleet analysis report, Stock Report and procurement tracker and submit to Logistics Coordinator

PERSON SPECIFICATION

Experience, Competencies and Qualifications

- A Diploma/ degree in Procurement and Supplies/ logistics management, CIPS or relevant area
- Minimum 2 years relevant experience of logistics support, including procurement, warehousing and stock control, goods distribution, and transportation and fleet management in large international non-governmental organisation or other international relief/development bodies;

- Experience of setting up office equipment, including communications and particularly with HF/VHF/ Codan radio systems, satellite phones and communications procedures;
- Ability to support the development of personal security and evacuation procedures;
- Track record of training, managing and developing staff in logistics and administrative systems;
- Excellent planning, coordination, and reporting skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities;

Pre-employment Checks:

Any employment with Islamic Relief will be subject to the following checks:

- screening clearance
- receipt of satisfactory references

Islamic Relief promotes equality and meritocracy, and seeks individuals who agree with the IR values together with our policy standards on Anti-Bribery, Child Protection and Code of Conduct.

Please note, only shortlisted candidates will be contacted.

Applicants should be sympathetic to the values of Islamic Relief: (Sincerity, Excellence, Compassion, Social Justice and Custodianship)

Islamic Relief is an equal opportunities employer

HOW TO APPLY:

If you are talented, reliable, service minded, resilient and a highly motivated professional looking for a meaningful career, with a strong commitment to IRW's values and mission, please submit your application and CV with active contacts and three professional referees to IRSS.Recruitment@islamic-relief.or.ke. You can also deliver hard copy application and CV to IR South Sudan office, Along Unity Rd Hai, Cinema-Juba near ACTED office by the closing date.

NB: Applications will be screened and evaluated as received and selection of the best applicant will not wait for the deadline.