



**CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM
(RFSP)**

CRS JOB ADVERTISEMENT

Job Title: Senior Coordinator Program NFIs
Department: RFSP
Band/Grade: N/A
Reports To: Deputy Chief of Party Operations
Country/Location: Bor, Jonglei State

Catholic Relief Services is a global non-governmental Christian humanitarian and development organization with a special focus serving the needs of disadvantaged populations to ensure that the dignity of the human person is maintained regardless of race, religion, gender or colour.

Catholic Relief Service (CRS) South Sudan program is implementing the **Resilience and Food Security Program (RFSP)** Bor, Uror (Yuai), Pibor, Duk and Twic East in Jonglei State.

Job Summary:

Plan, manage, and provide technical and operational oversight of all Resilience Food Security Program (RFSP) program NFI supply chain activities in all RFSP program location in Bor, Twic East, Duk, Pibor and Uror. Ensure program compliance with CRS's policies on inventory management and accounting for donations in-kind donations and program NFIs. The Senior Coordinator will oversee the transportation, receipt, warehousing, stock management, monthly physical inventorying, dispatch to field locations and financial reporting to Bor Finance on the expensing of NFIs distributed to program beneficiaries.

Job Responsibilities:

- Coordinate with the RFSP Program Team to develop annual and quarterly plans for NFI procurement, receipt and dispatch to field locations or beneficiaries;
- Directly supervise the NFI team in Bor and provide technical supervision to the NFI stores staff in all the field locations;
- Coordinate with Juba and Bor procurement teams to develop timelines for the delivery and receipt of program NFIs to Bor and their dispatch to field locations;
- Plan and allocate warehouse storage space in Bor and field locations for the receipt and storage of RFSP program NFIs, as per quarterly and annual plan;
- Work with sector leads, Area Manager and FACs to ensure that all field locations have adequate storage facilities for the receipt and storage of NFIs;
- Develop and manage a field transportation plan for NFIs, based on Jonglei seasonality, including overland transport and Logs cluster air deliveries;

- Work with the Grant Finance Manager to set up a system for the monthly accounting and reporting of expensed program NFIs, in compliance with CRS policy of Supply Chain Management (SCM);
- Ensure accountability and transparency of the NFIs supply chain in compliance with CRS and donor regulations;
- Carry out regular monitoring visits to storage facilities in Bor and at field locations in Twic East, Duk, Uror and Pibor;
- Oversee application of systems and procedures for inventory and NFI transportation, warehousing, and final distribution with program sector leads. Oversee inventory control and the management of comprehensive NFI tracking and record keeping systems throughout the whole NFI supply chain cycle, from time of request until time of delivery. Ensure timely preparation and submission of mandatory reports.
- Coordinate with the Program sector leads and supervise activities related to NFI receipt, transportation, distribution, and disposal. Coordinate with the Commodity Management and Operations Team to plan and procure overland transport for NFI field deliveries.
- Maintain updated files with all required logistics documents and ensure all NFI supply chain management activities and movements are fully and accurately documented. Prepare and/or review all reports prior to submission per distribution requirements.

Scope:

Not Applicable.

Typical Background, Experience & Requirements:

Education and Experience

- First degree in any business, finance or management related field; Master's degree preferred;
- Minimum of 5 years' work experience in supply chain or logistics management;
- Demonstrated capacity to move quickly and achieve results;
- Excellent communication and presentation skills;
- Experience of supervising teams and providing mentoring and training to staff in field locations;
- Experience of coordination and planning in a complex organizational environment; High level proficiency in MS Office package

Personal Skills

- Excellent planning, coordination, prioritization, and time management skills
- Excellent analytical skills with ability to make independent judgment and decisions
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions-oriented and results-oriented
- Ability to work collaboratively

Required/Desired Language: Fluent English speaking and writing

Travel Required:

- Frequent field travel to Twic East, Duk, Uror and Pibor

Key Working Relationships:

Supervisory: RFSP DCOP(ops), COP, Commodity Operation PM, DCOP(prog), RFSP sector leads, compliance PM and Commodity Accounting PM.

Internal: COP, Commodity Operation PM, DCOP(prog), RFSP sector leads, Area Manager, FACs Compliance PM, Commodity Accounting PM and CRS Juba Supply Chain Manager

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Application submission:

Interested candidates should submit a **Non-refundable** application letters and CVs, to the undersigned not later than **September 8th, 2017**. Only short-listed candidates will be contacted.

Human Resources Manager

Catholic Relief Services

South Sudan program, Bor (drop at any CRS Office)

OR

By E-mail

Deng.John@crs.org (Human Resource Manager)

Catholic Relief Services- Jonglei State

Bor Office

Or

Peter.Awan@crs.org (Deputy Human Resource Manager)

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions, it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.