



**Job Title:** Logistics Manager (Short Term Period)

**Location:** Juba, South Sudan

**Reports To:** Operations Director

**Purpose of the Job**

The Logistics Manager will provide day to day guidance to the World Relief South Sudan logistics with oversight responsibilities in the areas of procurement, fleet management, warehousing, IT, storage and logistics. As a member of the senior leadership/ management team, the Logistics Manager will contribute to the overall strategic direction of World Relief South Sudan by collaborating with managers and Field Coordinators to ensure smooth implementation of activities in the field, in adherence to the policies and procedures.

*Policies, Procedures, Systems and Training*

- In close collaboration with the Operations Director and senior management, develop and refine procurement and logistics policies, and support the implementation process. In line with this, ensure that World Relief South Sudan policies that relate to procurement and logistics are in compliance with the donor and country procurement framework and laws
- Promote an understanding of logistics and procurement processes within all World Relief South Sudan. In line with this, identify areas of capacity building among staff, and take necessary steps to ensure that staff understand logistics and procurement procedures by basic training and orientation;
- Plan and conduct regular field visits, monitor and evaluate the implementation and adherence to logistics and procurement policies, identify areas of risk and make recommendations to existing practices as is suitable
- Ensure logistics processes and procedures are in compliance with set policies and funding source, including government procedures and policy requirements
- Advise on proper control systems across the procurement process, and support line managers in conducting any investigation and audits, are needed
- Ensure that all aspects of the Health, Safety and Security, Vehicle Usage and Procurement Policies are understood, maintained, and followed by both international and local staff.

*Procurement*

- In collaboration with the Operations Director, Program Director and Country Director ensure that all donor rules and regulations pertinent to the procurement of services, goods, and equipment are followed, along with the use of such office equipment and vehicles for all donor funded projects

- In conjunction with the Operations Director and senior management team, develop a long term sourcing strategy with measurable effectiveness incorporating department strategies and targets. In line with this, ensure that strategic sourcing agreements are arranged at the best possible price and in accordance with advantageous lead-times, terms, and conditions
- Take lead in procurement processes, ensuring that they are conducted above board and in a transparent manner that ensures all required documentation is collected and procedures followed. In line with this, check and review relevant procurement documents such as requisitions, bid analysis, and LPO's
- Ensure that all procurement documents such as Purchase requests, Purchase orders, GIN, and GRN, are filed and stored, and accessible during audits
- Professionally negotiate agreements / contracts, and endeavor to ensure cost reduction in procurement of country program goods and services
- Oversee receiving and shipping of commodities internationally, such as containerized cargo and customs clearance

#### *Management and Planning*

- Collaborate with the program teams to develop procurement plans and priorities for the different projects, and periodically advise and follow up with the program teams to ensure progress on plans. In addition, develop strategies for delivery on the procurement plans agreed beforehand with the program teams
- Participate in program planning aspects such as proposal writing and budgeting, and provide technical input as relates to logistics and procurement
- Lead and manage logistics / procurement staff, ensuring clarity over strategy, plans, and priorities, providing supervision, guidance, and encouraging effective teamwork through regular meetings and constant feedback
- Manage all service contracts, including but not limited to, vehicle hires, house and office rental, communications service providers, etc.
- Consolidate monthly logistics reports and ensure that the reports to be sent to Operations Director.

#### *Inventories and Asset Management*

- In close collaboration with finance teams, develop and maintain an inventory database (assets, and stocks), and prepare analytical reports as needed
- Develop a disposal plan for organizational assets as per the disposal policy, making recommendation to the Operations Director and CD
- Institute and oversee the physical count of assets and inventory on a quarterly basis, ensuring that assets and inventory are indicated in an electronic database
- Ensure proper acceptable standard warehousing / storage techniques are used in handling organizational commodities

#### *Fleet Management*

- Ensure the proper utilization, maintenance, and follow up of the World Relief fleet as well as control and management of the cost of the fleet (fuel, maintenance, and repairs); also that a regular maintenance plan is set up for all vehicles

- Manage safe and affordable transportation (ground and air/charters), and manage all related contracts and external associated relationships
- Ensure the development / revision and / or the implementation and adherence to vehicle policy in the organization
- Ensure that all World Relief vehicles have valid insurance coverage and where required, insurance claims are made in good time to cover any damage and / or loss incurred
- Support the Logistics Officers to ensure that insurance coverage for all organizational vehicles is in place and claims awarded
- Ensure the proper and appropriate documentation of vehicles, such as repairs and servicing, insurance, log books, etc.

#### *Administration*

- Negotiate rentals and manage lease agreements for offices and guest house premises in program areas, and ensure clarity on the role of the different parties within the lease agreements, and ensure that rentals are settled in time
- Oversee office and guest house premises maintenance, and ensure maintenance, repairs are done within agreed timelines
- Collaboratively work with the HR /Administration and finance departments to ensure that office and guest houses have constant supply of utilities, such as water, electricity, generator fuel, telephone connectivity, and that relative bills are settled in time
- Collaborate with the HR /Administration department to ensure that office and guest house premises adhere to health and safety standards, and gender and diversity considerations.

#### **Qualifications/Requirements:**

- Bachelor Degree in procurement and logistics or its equivalent
- Extensive prior NGO experience in logistics management, within a complex and in emergency response/humanitarian environments (2 yrs +)
- Substantial experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management.
- Experience of developing / implementing a complex supply chain to support different types of programs, and coordinating resources to meet the program objectives
- Experience of working in remote field bases with limited infrastructure (2 yrs +)