

Approved 19/12/17



RRC-Juba



Job Advertisement

POSITION: Logistics Officer

LOCATION: Juba

STARTING DATE: ASAP

Tearfund is a Christian organization committed to serving the poor by bringing help and hope to people in need in over 70 countries around the world. Tearfund's South Sudan Programme is looking a suitable South Sudanese candidate for the position of **Logistics Officer** to be based **Juba - South Sudan**.

JOB OVERVIEW

To provide Tearfund South Sudan Logistics Team with the logistics capacity to implement and manage projects in a designated geographical area, providing specialist technical oversight as required.

1. DUTIES AND KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey an approximate idea of the relative size of the various areas within the overall job.

Programme Strategy and Planning (2%)

- Ensure mission purpose, strategic goals and programme objectives are communicated amongst logistics staff to create mutual understanding and ownership.
- Advise the Logistics Managers & Area Logistics Officers of significant logistics issues affecting project implementation.

Corporate Policies, Management Systems and Procedures (2%)

- Contribute towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Ensure internal management systems and policies (e.g. PIM/DMS) are established and monitor field-based operations to maintain compliance.

Financial Management & Accounting (5%)

- In consultation with the Logistics Manager/Assistant Logistics Manager and Finance Manager, agree payment terms and conditions with commodity suppliers and oversee timely processing of all invoices.

Team Management (5%)

For logistics staff within the delegated area: -

- Lead and manage staff, encouraging effective team work and providing supervision, guidance and monitoring.
- Ensure that staff understands their individual and collective responsibilities for safety and wellbeing.
- Monitor the security and physical / mental well-being of staff (including compliance with local security plans and health & safety procedures).
- Conduct regular performance reviews, including 6-monthly performance appraisals, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Conduct exit interviews, disciplinary and grievance procedures as required.
- Ensure that staff respect local cultural and gender sensitivities.
- Ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities to logistics staff.
- Where appropriate, provide pastoral support to members of the team.

Personnel Management for the Programme (2%)

- Assist the field management in defining local team composition, management structure and manual labour needs including rostering of shift and casual workers, to fulfil warehousing, security and distribution/transport duties.



- Assist in preparing job descriptions for all logistics positions and oversee the recruitment / induction of staff as required.
- In coordination with the Logistics Manager and HR Manager, assist in logistics staff planning, personnel requisition, training and development for new and replacement national staff as appropriate.
- Assist the field management to ensure all logistics personnel files are maintained and regularly updated.

Spiritual Leadership (5%)

- Responsible for the spiritual leadership of logistics staff in the delegated area; to support their spiritual wellbeing and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

In Areas where Tearfund needs to employ non-Christian staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

Good Practice and Institutional Learning (2%)

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice.
- Promote opportunities to encourage openness to learning from staff and assist in identifying issues from operational experience for analysis, dialogue and possible incorporation into future good practice and policy formulation.

External Relationships / Representation (2%)

- Build positive working relationships with government, local communities, UN, NGOs, procurement agencies and suppliers at the project level in support of an effective and efficient logistical support function.

Logistics / Technical Support (75%)

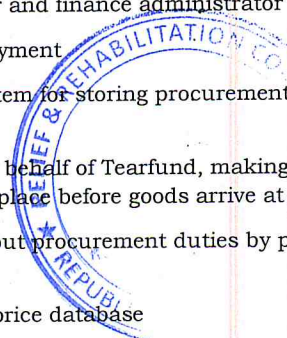
All as directed and delegated by the Logistics Manager/Assistant Logistics Manager

a. Procurement Administration (10%)

- Liaise with procurement officer on collection of all purchased items
- Processing of all payments in liaison with procurement officer and finance administrator
- Verify all paperwork/documentation before submitting for payment
- Maintain all logistics records, including an effective filing system for storing procurement documentation to enable tracking and auditing in the absence of procurement Officer
- Carry out customs clearance of cargo and personal effects on behalf of Tearfund, making proactive arrangements to ensure that all docs necessary for customs clearances are in place before goods arrive at port.
- In the absence of procurement officer or as requested, carry out procurement duties by processing all approved PRs according to SOPs for Tearfund South Sudan Programme
- Assist in processing Quotation Requests (QR) using existing price database

b. Warehousing, Commodity & Stock Management (10%)

- Ensure documentation and reporting of losses / damages. Oversee reconstitution of damaged or short weight commodities and arrange destruction of infested and damaged items.
- In the absence of the warehouse assistant, carry out stocks and asset inventories on regular basis and enter into the standard inventory sheet format.
- Support the warehouse assistant in maintaining and control of the ledger book for the bulk fuel.



- In absence of warehouse Assistant prepare waybills, release notes, asset movements whenever items are dispatched and good received notes when items are received.
- In absence of the warehouse Assistant Coordinate with project staff to ensure effective and timely release /despatch of goods to project sites.

c. Transport / Fleet Management (30%)

- Define fleet requirements at the project level, develop vehicle usage plans and operating/capital cost budgeting to inform Assistant Logistics Manager.
- Responsibility for daily use, security and servicing (outsourced as required), fuel and spares/tools stores and usage for local project vehicle fleet.
- Ensure all those authorised to drive Tearfund vehicles (formal drivers and team members) meet the standard and have up to date licences valid for the country of operation and are medically fit to drive.
- Conduct or arrange additional training where necessary for local or expatriate staff to cope with the local driving conditions and type of vehicles.
- Determine transport requirements and organise distribution plans at project level, coordinating with relevant logistics and project staff to ensure effective delivery of relief commodities to project sites.
- Ensure regular review of transportation and distribution SOPs in consultation with the Assistant Logistics Manager
- Determine transport requirements and organise distribution plans at project level, coordinating with ALOs, Nairobi logisticians and project staff to ensure effective delivery of relief commodities to project sites.
- Ensure load/cargo and transport planning and routing for timely and cost-effective delivery of all program supplies
- Establish viable (time, quality and cost) transportation and distribution networks for all field sites and all transportation modes possible

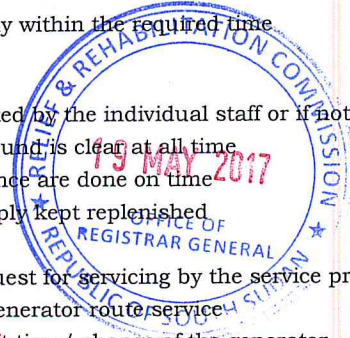
In close collaboration with other NGOs/humanitarian agencies, develop reliable consolidation and cost sharing mechanism for transportation of supplies and equipment to all areas of operation.

d. Asset Management (10)

- Receiving of any procured asset into the warehouse
- Ensure Tagging /DR number is allocated to the Asset
- Updating the asset register once there is any receive, dispatch or disposal of asset
- Maintain the Asset register and reporting on all assets in the location
- Reporting any loss or damage to any asset if any within the required time

e. Estate management (15)

- Ensure repair in the office are done once reported by the individual staff or if noted by any other staff
- Slashing in the compound to ensure the compound is clear at all time
- Payment for all repairs or compound maintenance are done on time
- Ensure grounds are maintained and water supply kept replenished.
- Ensure there is enough fuel in the generator
- Monitor service time for the Generator and request for servicing by the service provider
- Ensure there is enough items stocked for the generator route service
- Ensure the right generator is on use at the right time/ change of the generator
- Organising casual labour needs for the efficient running of the estate (including warehouse)

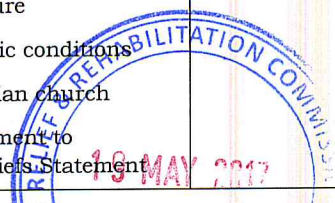


PERSON SPECIFICATION – Logistics Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Tertiary qualification in Logistics/ business management 	<ul style="list-style-type: none"> • Associated Technical qualification- Higher Diploma in Logistics or Procurement, Business Administration or related field exp.
EXPERIENCE	<ul style="list-style-type: none"> • 3 years Proven Experience in the following areas <ul style="list-style-type: none"> ○ Administration ○ Importation and customs clearance ○ Management ○ People management 	<ul style="list-style-type: none"> • Proven strategic planning experience. • Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.



	<ul style="list-style-type: none"> o Logistics o Project implementation <ul style="list-style-type: none"> • Experience of leading and facilitating prayer and Bible study groups. 	
SKILIS/ABILITIES	<ul style="list-style-type: none"> • Supervisory skills • Negotiation skills • Problem solving skills and training skills • Excellent written and verbal communication skills (including ability to communicate effectively in a particular language other than English for some Programmes) • Ability to learn fast and computer literate • Administrative skills • Ability to communicate confidently and comfortably about own personal faith • Ability to lead and facilitate team prayer and Bible studies • Ability and commitment to apply biblical principles prayerfully within all aspects of the role 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed evangelical Christian • Humanitarian & Christian motivation • Emotionally and spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Flexible and adaptable to ever changing environments • Ability to remain calm under pressure • Willingness to travel and live in basic conditions • Committed to an evangelical Christian church • An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement 	<ul style="list-style-type: none"> • Contributing to an evangelical Christian church



How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office near Juba Teaching Hospital- detailing your experience for the post and include daytime telephone contact to southsudan-recruitment@tearfund.org and Cc southsudan-hrm@tearfund.org. The subject matter of your email should be the title of the job you are applying for. The closing date: 7th June 2017 at 5:00pm. **This position is an urgent fill so candidate's applications will be reviewed on an ongoing basis and not necessarily at the closing date. Only shortlisted candidates will be contacted for interviews.**



Approved
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 RRC - Juba
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