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Approved
Mufsetas
Lagnabito
18/12/2018



South Sudan
Plot 277, Block 3K, South Tong Ping, Juba
American Residence Road,
Next to Canada house

December 18, 2018

VACANCY ANNOUNCEMENT

POSITION TITLE: Logistic Officer
DUTY STATION: Juba, Republic of South Sudan
REPORTS TO: Operation Manager
STATUS: Full Time

COUNTRY PROGRAM OVERVIEW

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectorial program that includes primary health care, secondary care, Nutrition, WASH and Gender based violence prevention and response activities. ARC currently works closely with the County Health Departments in large scale county wide health and nutrition programming. ARCs GBV programming is expanding its outreach mechanisms and introducing innovative new initiatives. ARC has program activities in Kapoeta East, Kapoeta South, Magwi, Kajo Keji, Aweil Central, Aweil West, Ulang, Greater Mayom and Abiemnon Counties.

PRIMARY PURPOSE OF THE POSITION

Under the guidance and supervision of the operations manager, the Logs Officer is responsible for procurement, warehousing, facility maintenance, vehicle fleet management, travel coordination, and security. The Logs Officer also supports the Field Coordinator and Field Finance Officer to produce spending plans for operational expenses

MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:

- Responsible for the implementation and strict compliance of ARC's Logistics policies and procedures.
- Procure services, equipment, materials, and supplies specific to program and operational needs in a manner that is timely, well documented, and consistent with ARC's procurement policy.
- Coordinate with country office Logistics Department to requisition items and to prioritize those of the field office's procurements that are performed externally.
- Perform routine, comprehensive survey of ARC facilities, vehicles, generators, and other assets to ensure that they are well maintained and in good working order.
- Coordinate and document maintenance and renovation of ARC facilities.
- Coordinate and document vehicle movement, servicing, and repair.
- Coordinate and document generator usage, servicing, and repair.
- Coordinate and document fuel procurement and distribution.
- Maintain a well-organized storeroom and/or warehouse of program and operational equipment, materials, and supplies.



- Maintain a comprehensive and up-to-date database of program and operational procurements.
 - Maintain a comprehensive and up-to-date Asset Registry of all equipment, materials, supplies, vehicles, and other assets.
 - Maintain a database of suppliers for procurement of common goods and services.
 - Recruit, train, schedule, and supervise staff of Security Guards to ARC personnel, facilities, and assets at all times.
 - Provide technical support and training on procurement best practices to ARC's partner CSOs.
 - Represent ARC at Logistics Cluster and other relevant working groups.
 - Manage Logistics Team (Logistics Assistant, Storekeeper, Warehouse Assistant, etc.) to perform all of the above activities.
 - Provide training and mentorship to Logistics Team.
- Perform other operations activities as assigned by the Field Coordinator

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- **Education: Requirements**
 - Bachelor degree in logistics, procurement, business studies or related field
 - 2-3 years professional experience in logistics, finance, business administration, or related field.
- **Technical Skills and Knowledge Required**
 - Basic electrical and mechanical knowledge. Excellent computer skills, including MS Word and Excel.
 - Excellent reporting writing skills.
 - Excellent communication skills (oral and written).
 - Excellent interpersonal and consultative skills, including the ability to negotiate with vendors for favorable prices and payment schedules.
 - Honesty and strength of character to ensure fair dealings,
 - Well organized and systematic work planner.
 - Flexibility to work as part of a diverse team.
 - A team player with a "get it done" attitude.
 - Flexibility, adaptability, willing to travel.
 - Flexible to comply with any other logistics-related tasks as the Operations Manager may assign to him from time to time.
 - Any other tasks/activities that his supervisor instructed him to do in relation to this JD
- South Sudan nationals only



HOW TO APPLY

Qualified and interested candidates should submit their letters of interest plus CVs, identification documents with at least three professional referees addressed to ARC HR Department South Sudan office located on Plo7 277, Block 3k, south Tong ping, Juba American Residence Road, Next to Canda house. Application can also be submitted to the following email address ssvacancies@arcrelief.org

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is January 11, 2019 at 5:00 pm local time.

