



VACANCY ANNOUNCEMENT

Terre des Hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its **Coordination office in Juba**, Tdh is encouraging applications from South Sudanese nationals for the role of:

Logistic Officer - REF: Tdh/HR/2016/1101

Duty station: JUBA

Contract duration: 3 months (with possibility to be renewed)

Starting Date: ASAP



Duties & responsibilities required Main Functions:

Management of supplies

- Update price lists and vendor databases
- Follow Tdh purchase procedures for any purchase
- Verify and process quote requests and PSR
- Compose and archive purchase folders
- Implement purchases, monitoring adherence to validation regulations and procedures
- Negotiate prices, deadlines and methods of delivery
- Ensure that relationships with suppliers are monitored
- Expatriate guest house management
- Internal air transport management and movement

Management of vehicle fleet

- Assist in the planning and execution of maintenance and repair work on mission vehicles
- Draw up the vehicle schedule
- Ensure that a complete breakdown kit is available on board all vehicles
- Check that vehicle log books are in place and are used correctly
- Assist in monitoring and consolidating fuel consumption and miles travelled for all vehicles
- Prevent misappropriation of petrol and spare parts
- Monitor the administrative documents for all vehicles

Management of equipment/telecommunications

- Assist in installing and securing materials
- Assist in monitoring and maintaining materials
- Organize training sessions in the use of means of communication

Management and monitoring of IT equipment

- Update antivirus software
- Provide teams with adequate means for data backup
- Ensure the maintenance and correct use of IT equipment



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Management of supplies

- Supervise the maintenance and securing of warehouses
- Support the logistics officer in carrying out stock checks and physical inventories

Stocks :

- Supervise and monitor all activities and document related to stock management and stock movements

Assets management:

- Update the asset inventory list
- Ensure the labeling and tracking of all assets and equipment
- Perform and submit a general physical Asset inventory every 6 months and at least at the end of the year.

Reporting

Ensure monthly report to line manager : including the inventory of the activities he led during the last month.

Others

Perform other duties that may be determined by the line manager in line with the competencies.

Requirements:

- Minimum diploma-graduated in related field (Supply Chain Management, Administration, Business management, Economy).
- Minimum 3 years' experience in similar position with NGOs.
- Fluency in English. Other local dialects are an asset.
- Sense of diplomacy and negotiation. Knowledge of best practices in child protection. Skills in the organization. Networking and coordination skills. Computer skills.

Application modalities:

Qualified and interested candidates should submit the updated CV with a covering letter to: **Terre des Hommes, plot,338,block 3k,south 2nd class– Tongping,off US Embassy Road or be emailed to: tdhsshra@gmail.com**
Closing date is November 20th, 2016.

Only shortlisted candidates will be contacted for a written test.

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse. Tdh is an equal opportunity employer. Female candidates are encouraged to apply.

Submitted documentation will remain Tdh properties (do not submit originals).

Terre des hommes
SUDAN DELICATA