



Advertisement for Logistics Intern

World Relief is a Christian organization operating in South Sudan since 1998, providing humanitarian assistance. In the former Greater Upper Nile region, World Relief is responding to the recent conflict and displacement with emergency health, nutrition and food security and education programs. In the former Western Equatoria State, World Relief is empowering local churches.

World Relief is looking for suitable intern to support the Logistics team. The purpose of this internship is to support the Logistics team in implementation of standard procurement policies and practices in World Relief programs and as well act as a capacity building to the intern who is interested to get practical experience/knowledge in Procurement and Logistics.

Position: Logistics Intern

Reports to: Senior Logistics Officers

Department: Logistics Department

Duty station: World Relief Juba Head Office

Duration: Three (3) months.

MAJOR DUTIES AND RESPONSIBILITIES

- a) Receives budget line, codes from senior logistics officer and prepares pending purchase request (PRS).
- b) Arrange the processed procurement documents orderly and prepares good received notes (GRNs) thereafter, copy the documents and file properly.
- c) Prepares purchase orders (POs) below the threshold with guiding from SLO.
- d) Prepares request for quotation, (RFQs) below the threshold with guiding from SLO
- e) And any other activities assigned to

KNOWLEDGE AND SKILLS REQUIRED:

- Diploma/Advanced certificate in Procurement and Logistics or its equivalency,
- Knowledge of computer packages especially in MS Excel, MS Word (MS Office),
- Good knowledge of office routine activities: photocopying, scanning & typing, etc.

DESIRED REQUIREMENTS:

- Good personnel management skills
- Ability to work under pressure
- A team player,
- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting,
- Good writing skills and proficiency in English language

Interested applicants should submit **non-returnable** applications (covering letters, updated CVs and photocopies of their certificates) to the following address WRSSRecruitment@wr.org

Applicants can also submit their applications to the **World Relief in Juba**, in Hai Cinema, opposite Ministry of Water Resources & Irrigation, along Addis Ababa Street.

Any applications received after the closing day of 3rd November 2017 will not be considered.

Only Shortlisted candidates will be contacted.

