



**POSITION:** Assistant Logistics Manager

**LOCATION:** Juba.

**STARTING DATE:** ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **Assistant Logistics Manager** to be based in Juba – South Sudan.

### 1. JOB OVERVIEW

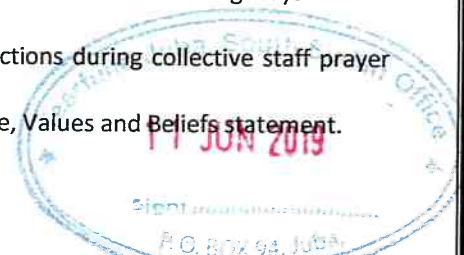
To support the logistics function in a Tearfund operational programme. Specifically, to support setting up and implementing a coordinated logistics function in support of the programme, covering supply chain, asset management, transport, communications and office/accommodation infrastructure, and ensuring policies and procedures are known and complied with.

### 2. POSITION IN THE ORGANIZATION

- Grade: A5.
- Reports to the Logistics Manager.
- Line Manager Senior Logistics Officer
- Dotted line management responsibility for Logistics Officers, Roving IT Officer and Roving Mechanic.
- Closely coordinates with the Country Director, Deputy Country Directors, Area Coordinators, Finance Manager and HR Manager and where appropriate, sector heads.
- Liaises closely with government (e.g. Customs) officials and other NGOs on logistics matters.
- Frequent travel to designated programme field sites for liaison with Logistics Officers.

### 3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
- To model godly leadership in all aspects of character and conduct.
- To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
- To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.



- To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
- To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

#### ■ KEY RESPONSIBILITIES

##### 4.1. PROGRAMME STRATEGY

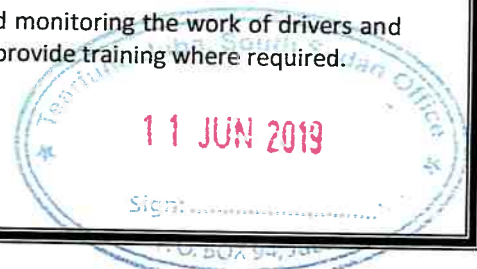
- Advise the Logistics Manager of significant logistics issues affecting programme implementation including procurement, transport and storage of project goods and equipment and office accommodation infrastructure

##### 4.2. PROJECT / SUPPORT FUNCTION MANAGEMENT

- Support for setting up, managing and overseeing all logistics systems (procurement, transport and fleet management, storage, communications, estate / buildings management, power supply, asset management and IT).
- Support compliance with the policies and procedures set out in Tearfund's Programme Logistics Manual and other policy and procedure manuals that may be applicable to a specific activity or situation (e.g. Security, Finance, HR policies).
- Regular travel to designated field sites within programme to monitor compliance with policies and procedures, review logistics activities and work with logistics and project staff to enhance the logistics support given.
- Support good health and safety implementation within the logistics function of designated sites, including particularly ensuring safe vehicle fleet management and safe working/living environments for all staff. Support good health and safety implementation of the logistics team in designated sites, ensuring policy and procedures are understood by staff, and any accidents are recorded and responded to appropriately.
- Support the HR Manager and Logistics manager in the induction of logistics staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives, particularly focusing on logistics policies and procedures, and their individual responsibilities in upholding these standards and policies.
- In conjunction with the HR Manager, HR staff and the Logistics Manager, support the recruitment and management of logistics staff in-line with Tearfund HR recruitment policies, the legal context and local practice.
- Support Tearfund's logistics systems and procedures to comply with the host country's and donor's legal, contractual requirements including required operating licences.

##### 4.3. CORPORATE POLICY AND COMPLIANCE

- Work with the Logistics Manager, Area Coordinators and other project staff to ensure that the logistics needs of projects are identified and met to a high standard.
- Establish and maintain an efficient and effective supply chain function for procuring, transporting and storing supplies and equipment to designated field sites, within Tearfund and donor procedures and to the right specifications.
- Provide technical advice and support to the Area Logistics Officer(s) or Logistics Officers on all systems (procurement, transport and fleet management, storage, communications, estate / buildings management, power supply, asset management, transport, warehousing, IT) in coordination with the Logistics Manager.
- Support the Logistics Manager to ensure assets are tracked and disposed of within Tearfund procedures and according to donor requirements, assigning both assets and other inventory items to individuals.
- Support the Logistics Manager with vehicle fleet requirements and ensuring that vehicle usage plans, insurance, maintenance and servicing are established.
- Support the Logistics Manager to implement appropriate systems for training and monitoring the work of drivers and mechanics. Ensure testing of all staff required to drive within the programme and provide training where required.



- Responsible for providing 24/7 telecommunications coverage for designated sites through radio, satellite communications; maintaining the equipment and ensuring all relevant staff are adequately trained in their use for safe and effective communication; providing technical support as required.
- Responsible for IT support coverage is provided for designated sites within Tearfund policies, and ensure all staff are adequately trained to use the equipment provided.

#### 4.4. TEAM MANAGEMENT

- Promote good team management in line with the bullet points in this section, working with the Logistics Manager as part of the wider logistics function.
- Lead and manage the Procurement Officers and Storekeeper in Juba encouraging effective team work and providing proper supervision, guidance and mentoring.
- Conduct 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.
- Where appropriate provide pastoral support to the Procurement Officers and Storekeeper in Juba.

#### 4.5. EXTERNAL REPRESENTATION

- Build positive working relationships with government, local communities, UN, NGOs, procurement agencies and suppliers in support of an effective and efficient logistics function where appropriate.

#### PERSON SPECIFICATION – Assistant Logistics Manager

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree and/or appropriate equivalent qualification</li> <li>• Full clean driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Associated Technical qualification (e.g. electrics)</li> <li>• Further qualification in humanitarian logistics</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At Least Three years of proven technical (sector specific) logistics experience</li> <li>• Proven driving experience appropriate to the programme</li> <li>• Management of technical equipment including radios, satellite phones, generators, IT</li> <li>• Proven experience in people management</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of good logistics practice standards in: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct.</li> <li>• Health &amp; Safety at work</li> <li>• Cross-cultural/overseas work experience</li> <li>• Working with government bureaucracy</li> <li>• Proven NGO work experience</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Organisational and administrative</li> <li>• Negotiation and representation</li> <li>• Analytical and problem solving</li> <li>• Excellent written and verbal communication skills (including ability to communicate effectively in a particular language other than English for specific programmes)</li> <li>• Computer literate, able to work efficiently in Word, Excel, Outlook</li> <li>• Ability to lead, participate and facilitate in collective staff prayer and bible studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical power generation troubleshooting</li> <li>• Off-road driving (4x4, winching) training skills</li> <li>• IT software troubleshooting</li> </ul>

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Sign: .....

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**PERSONAL QUALITIES**

- Committed Christian with a personal relationship with God
  - Committed to regular Christian fellowship with other Christians
  - Christian motivation in relation to injustice and serving those in need.
  - Emotionally & spiritually mature
  - Team player
  - Understanding and sensitivity to cross cultural issues
  - Commitment to accountability to beneficiaries, showing dignity and respect, and demonstrating listening and understanding
  - Flexibility, ability to remain calm under pressure
  - Willingness to travel and live in basic conditions
- Networking
  - People developer and motivator.

**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 your daytime telephone contact to [southsudan-recruitment@tearfund.org](mailto:southsudan-recruitment@tearfund.org) and Cc [Stephen.gabra@tearfund.org](mailto:Stephen.gabra@tearfund.org) and [rose.poni@tearfund.org](mailto:rose.poni@tearfund.org) . The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **28<sup>th</sup> June 2019 at 5:00pm.**

**NB:**

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews
- Applications once received are not returnable
- Applications are reviewed on rolling basis and applications received after the closing date will **NOT** be considered.
- Contact period for this position will be 12 months and can extended subject to available programme funding.

