

VACANCY NOTICE

Action Against Hunger-USA is part of the Action Against Hunger-International Network which works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security and Livelihoods, water and sanitation, health and advocacy.

Action Against Hunger-USA is current looking for suitable candidates to fill the position of **Emergency Logistics Officer, (1 position)**

Position open date: February 6, 2018

Closing date: February 23, 2018

Starting date: As soon as possible (ASAP).

Duty Station: Roving within South Sudan.

Objective 1	<u>Supply Chain Management and warehousing</u>
Tasks & responsibilities	<ul style="list-style-type: none"> To collect, compile process and validate at base level all Internal Order Forms for Action Against Hunger's Multi-Sectoral Emergency Team (MET). Maintains lists of local suppliers of products and services, ensuring update of the catalogue (price list) regularly. Ensure stock management systems are update (storage conditions, stock cards, reports, expiry dates during deployment. Conduct regular inventory at field warehouse. To work closely with the Emergency Logistics Manager to prepare chartered flights to the field sites. Ensure compliance with KitLog (procurement policy) at base level. Assisting with distribution of different kits (hygiene, nutrition, fishing, seeds etc.).
Objective 2	<u>Equipment and property Management</u>
Tasks & responsibilities	<ul style="list-style-type: none"> To evaluate the equipment's needed for the base To supervise the allocation and the use of the equipment. Ensures that individual fill allocation forms for equipment under their custody. To update Equipment List accordingly; Ensures that Action Against Hunger's properties are kept in good condition, supervises the power, water and cleaning supplies and carries out checks on a regular basis Supports management of compound's power/electricity system Ensure timely garbage disposal Follows up on the condition of the stocks of consumable goods and prepares for replenishments when the minimum stock is reached;
Objective 3	<u>Fleet management</u>





South Sudan Mission

Tasks & responsibilities	<ul style="list-style-type: none"> • Support and organize weekly vehicles/boat movement planning and staff movement. • Plans and organizes transport for goods to destinations: packing, weighing, labeling, preparation of packing list, organizes loading/offloading, prepares transport documents (waybill), notifies destination, and confirms arrival; • Liaise closely with the service providers (such as vehicles and boat rental, daily hires, etc.) and ensure timely provision of those services
Objective 4	<u>Reporting</u>
Tasks & responsibilities	<ul style="list-style-type: none"> • Compilation & transmission of Base Logistics Reports (Stock Reports, vehicles and Boat Rental cost follow-up, Equipment list, Incident Report, Order follow-up to the bases/programmes, Sitreps and Oral reporting) to the MET Logistics Manager
Objective 5	<u>Security</u>
	<ul style="list-style-type: none"> • Monitors, regulates and controls the protection of Action Against Hunger's property and supervises all security personnel employed for that purpose. • Carries out day and/or night checks on house/office watchmen, checks the security logbooks and stays informed about security problems • Prepares watchman schedules and replacements for leaves • Informs the watchman about Action Against Hunger's security policy and changes in tasks and duties • Supporting the bases in security management when required

INTERNAL & EXTERNAL RELATIONSHIP

Internal	<ul style="list-style-type: none"> • Liaise and maintain good relationship with the Program, Finance and HR Department
External	<ul style="list-style-type: none"> • Interact with suppliers, at some level local institutions and casual service providers

REPORTING RESPONSIBILITIES

<ul style="list-style-type: none"> • Compilation & transmission of Base Logistics Reports (Stock Reports, vehicles and Boat Rental cost follow-up, Equipment list, Incident Report, Order follow-up to the bases/programmes, sitreps and Oral reporting) to the MET Logistic manager

POSITION REQUIREMENTS

South Sudan Mission

QUALIFICATIONS

- Degree or Diploma /in Accounting, Economy, Mathematics or any related discipline, or diploma from technical college in logistics and/or business administration

SKILLS & EXPERIENCE

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| ESSENTIAL | <ul style="list-style-type: none"> • Experience of working in humanitarian relief/development sector in the field, in a logistics or other related programme support role. • Strong communications skills, with excellent verbal and written English. Fluent in local dialects and Arabic language is a requirement. • Degree / Diploma // Accounting/ Economy/ Mathematics and diploma from technical college in logistics and/or business administration. • Professional Experience of at least one (3) year in Logistic Issues. • Good working knowledge of Computer, particularly Word and Excel Computer skills. • Willing to work occasional evenings and weekends and to carry out field visits at short notice if required. • Good knowledge of Computers and Thuraya and radio communication |
| PREFERRED | <ul style="list-style-type: none"> • Previous experience working with NGO or UN agencies • Proven knowledge and experience of logistics core competencies |

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying "Emergency Logistics Officer" in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari Church.

The deadline for applications is Friday February 23 at 5:30 pm. NOT due to urgency of the position we will be reviewing the applications as they come and interviews may be done before the closing date.

Note: Applications submitted are non-returnable


