

Approved
18/04/2016
[Signature]



MAG South Sudan
Plot No 244
Block 3k South
Juba Na Bari
(Tong Ping)
First Class Residential Area

VACANCY – SENIOR LOGISTICS OFFICER (1 Position)

Employer: Mines Advisory Group (MAG)
Department: Logistics
Reporting to: Logistics Manager
Base Location: Juba, South Sudan
Working Area: South Sudan

Mines advisory Group (MAG) is a Humanitarian, non-profit making organization concerned with the impact of landmines on communities worldwide. MAG clears the remnants of conflict for the benefit of communities worldwide. MAG is co-laureate of the 1997 Nobel Peace Prize. MAG has established landmine clearance and awareness programmes in countries such as Laos, Cambodia, Iraq, Vietnam, Angola, South Sudan, Sudan, Lebanon, Chad, Libya and Democratic Republic of Congo.

Overview of role: The Senior Logistics Officer ensure the smooth running of all MAG Logistical and Procurement procedures, planning, coordinating and tracking local and regional logistical purchases and shipment. Leading and building capacity of team under the line management of the Logistics Manager to support MAG south Sudan field operations from the Juba base location. The role will also provide general support to the Logistics department

Principal Responsibilities

- Review and develop logistics systems to support the programme in line with the MAG policies and procedures
- Provide advice to senior staff on all issues related to logistics to the Programme by regular email communication
- Play an active role in the UN logistics cluster (UN & UNMISS), make use of their services where ever possible
- Make sure that he networks regularly with people in similar positions from other mine action NGOs and commercial mine action companies and regularly compare supply chains, and ways to compare daily logistics of supporting operations in the field
- Track and monitor the purchase and transport of logistical items ensuring senior management are kept updated regarding progress. Use the procurement tracker send out every week also as a planning tool to ensure timely delivery of procured goods ready for dispatch to operations. This procurement tracker (PRF overview) must be updated correctly and send out every week to the programme, following up every purchase that is beyond its lead time
- Train and develop relevant local staff in logistical procedures, asset control, stores control and management in line with MAG policies and procedures during a formal training session of at least 4 hours every quarter
- Assess and establish logistical support structures as required in relevant countries bordering the country and reporting recommendations to MAG HQ UK.
- Integrate procurement and logistics into operational planning in close collaboration with MAG senior management in country



Approved
18/04/2016
[Signature]

MAG South Sudan
Plot No 244
Block 3k South
Juba Na Bari
(Tong Ping)

First Class Residential Area

- Ensure all logistical procedures utilised by the programme comply with local and international laws and legislation and donor requirements
- Ensure the installation (after training if necessary) of radio, phone, fax and other communications systems and in consultation with senior staff, establishing communications routines for emergency procedures
- Keep an up to date overview of signed out communications equipment: post-paid mobile phones, BGAN's, and satellite phones in the programme and reviewing cost every month, continuously ensuring that MAG is on the most cost effective packages
- Ensure the programme management team are kept up-to-date of all relevant issues relating to logistics
- Assist the Logistics Manager with the day-to-day administration of the Logistics department.
- Assist with the planning and supervision of distribution support to field operations in close co-ordination with the Logistics Manager and in co-operation with other MAG staff, and consultants.
- Assisting in the maintenance, and where necessary, improvement of the procurement and logistics systems.
- Assist with the planning of procurement, identification of suppliers, and the procurement of locally available inputs through Local Purchase Orders.
- Maintain accurate material accounting records for the procurement, receipt and inspection, warehouse inventory, fuel and water stockholding, and distribution reports.
- Ownership of Tax Exemption processes and procedures. Assist the Logistics Manager to ensure the proper operation of the MAG field base/stores including the proper storage of inputs, inventory / stock management and control, plus material handling.
- Ensure MAG's CATADATA log template (procurement price list) is current and circulated on a monthly basis.
- Ensure invoices received from its preferred supplier are correct – and submitted to the Logistics Manager for verification.

All staff members are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

Qualifications

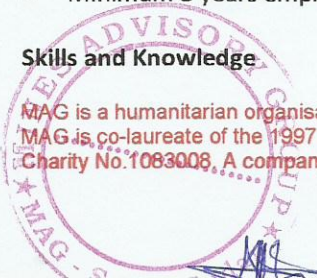
- Diploma or equivalent in Logistics or Business Administration.

Experience

- Minimum 3 years employment experience working in a similar position with a busy NGO

Skills and Knowledge

MAG is a humanitarian organisation clearing the remnants of conflict for the benefit of communities worldwide.
MAG is co-laureate of the 1997 Nobel Peace Prize.
Charity No. 1083008. A company registered in England and Wales No 4016409.



- Excellent organisational skills, with the ability to prioritise work and meet deadlines.
- Ability to develop and maintain clear record keeping systems, including basic databases
- Ability to work independently as well as part of a team
- Good literacy, numeracy and IT skills including MS Word and Excel
- Good level of spoken and written English
- Arabic is an added advantage
- Position is only open to South Sudanese nationals.

APPLICATIONS:

Interested candidates should submit a CV with a cover letter, copies of academic certificates and copy of Nationality ID card to the **MAG Juba Office by Friday 29th April 2016**, or by Email to cdss@maginternational.org
Addressed to the: **Human Resources Department, MAG South Sudan, Juba.**

ONLY SELECTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

FEMALES ARE HIGHLY ENCOURAGED TO APPLY

NOTE: DO NOT ATTACH ORIGINAL CERTIFICATES. MAG WILL NOT RETURN APPLICATION DOCUMENTS TO APPLICANTS.

