

## JOB OPENING

# WAREHOUSE AND LOGISTICS MANAGER-RUWENG STATE

|               |   |
|---------------|---|
| Job Title:    | Warehouse & Logistics Manager- Ruweng State |
| Reports to:   | Area Coordinator                            |
| Line Manages: | Warehouse team                              |
| Duty Station: | Ruweng State                                |

Action Africa Help International (AAH-I-I), an international non-profit making agency that implements humanitarian relief, recovery and development projects in Africa, seeks to qualified candidate for the position of Project Officer for its program in South Sudan. Under the overall leadership of the Project Manager – Food Security and Livelihood.

**Job Summary:** To provide oversight and guidance in planning, implementation, management, reporting and monitoring of Logistics operations in Ruweng State. The position is also responsible for developing and implementing capacity building interventions within the operation, Logistics Systems development, and System management. The position will also provide cordial and trustful relations with Partners through effective management of the Logistics sector and participation in Coordination meetings.

### Summary of Duties & Responsibilities

#### A. Responsibilities

- **Operation Management:** Implement and monitor successfully Logistics and warehouse management activities (Staffs, Assets, Facilities, Storage, Reporting).
- **Administration:** Operate in accordance with national labour laws, AAH-I staff and administrative rules and regulations.
- **Staff Management:** Set-up and organize the Logistics and Warehouse staffs with clearly defined roles, responsibilities and objectives.
- **Reporting :** Produce monthly monitoring reports to UNHCR and AAH-I
- **Representation:** Being a representative of the project in all Logistics and Warehousing management aspects toward partners.

**Specific roles/duties:**

- Read and understand AAH-I standards on Logistics and warehouse management guideline/tools and systems;
- Plan, organize, monitor, and control all activities pertaining to proper Logistics and warehouse management;
- Manage partners assets and storages through management systems (FMS/WMS/TMS) and set an efficient system to control, monitor and report on a regular basis.
- Take appropriate actions to improve performance in accordance with expected results and available means.
- Mobilize external support and expertise if required.
- Provide client and management advises and solutions to improve the performance of the sectors and contribute to the achievement of goals.
- Keep up-dated the partners assets and storage inventory.
- Liaising with the Area Coordinator on all matters relating to running the operations.
- Participate in the periodic management meetings

**Management and coordination tasks:**

- Establish permanent working relations/coordination with partners
- Participate in project management meetings,
- Establish project reporting and information system to collect relevant informations in time.
- Produce analyses, documents, and reports upon request of management or clients.
- Inform immediately management of any fact that can have serious impact on the organization or the operation.

**Staff Management** (In Coordination with Area Coordinator):

- Give basic training to staff under your supervision:
- Appraise and train (Capacity building) staff within the Section;
- Design activity organizational chart (lean management)/ provide job description and objectives for key staff;
- Identify staff to be recruited (in consultation with Area Coordinator);
- Staff assessment (minimum once a year).

**Person specifications**

- Bachelor's Degree in Logistics management or relevant field or equivalent
- 3-5 years' professional experience, with at least 3 years' professional experience in a comparable position.
- Working experience in similar projects is of added advantage

**Skills and Competencies**

- Good working knowledge of computer applications (e.g. MS Office)
- A proven track record in Logistics management

- Fluent written and oral knowledge of English language

**Application Instructions**

Interested candidates should email application letters and CVs (with 3 referees) addressed to [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org) to be received by **February 5th, 2018** the email Subject Line must show the job title of the position and Location. AAH-I is an equal-opportunity employer. Only shortlisted candidates will be conducted.