



Job Advertisement

Senior Logistics Officer

Aweil

Job Purpose: Working as an important member of a diverse team, the Senior Logistics Officer will support Medair's activities in Aweil by providing administrative and logistical support to the Nutrition & Health project response activities in Aweil County.

A. Key Responsibilities.

Fleet Management

- Manage the fleet and generators. Track vehicle locations to reallocate when necessary in consultation with PSM and manage the petrol and diesel storage system including distribution, stock levels and fuel consumption rates and fueling
- Allocate vehicles and drivers to weekly movement plan on a Friday after input received from Managers' meeting
- Schedule vehicle servicing and repairs for the fleet as well as generators on a timely basis. Document and archive all such repairs and work with the field mechanic to ensure compliance to Medair procedures and guidelines.
- Facilitate procurement of vehicles and generators spare parts from Juba and maintain buffer stock of full sets of spare parts for vehicles and generators at all times.

Warehouse management

- Work with the Warehouse staff to ensure all warehouse activities are carried out in accordance with Medair guidelines and procedures and according to any donor requirements.
- Monitor the Aweil stock in Juba through the RTS and liaise with Juba warehouse and transport to bring the items to Aweil.
- Assist with and provide quality control of documentation for tracking the goods inflow and outflow, through stock cards, ROGs and WBs to ensure timely preparation and distribution of weekly and monthly stock reports to Project Managers and PSM, highlighting any discrepancies.
- Conduct regular training and monitoring visits to the health and nutrition sites to check the clinic stock management.

Administration

- Ensure a clear and transparent paper trail is in place for all logistical transactions (e.g. purchase request, waybills, stock control, asset tracking, etc) that records are kept in an orderly and timely fashion and that the filing (archive) system is in line with Medair and donor requirements.

Staff Management

- Manage the Warehouse Officer and Fleet Officer, through regular catch ups and yearly appraisals.

B. Person Specifications

- Certificate or Diploma in Logistics.
- 3 years post-qualification professional experience and 5 years' experience working in a cross-cultural setting, preferably in the logistics sector is desirable.
- Driving experience and a valid South Sudan driving licence is added advantage

Applications deadline: **15th October 2018.**

Please submit your application comprising (1) a comprehensive CV that includes contact details, education and training background, work experience and 3 referees, and (2) an application support statement on how you meet the Person Specifications outlined above **to:**

Recruitment

Human Resources Department

Medair South Sudan - Theo Road, Hai Tong Ping

or e-mail: recruitment@southsudan.medair.org

Approved
JJA

