 **Job Opening – Logistics Officer**

 **Opening Date: 18th April 2019**

**Mission Statement**: Water for South Sudan delivers direct, transformative and sustainable quality-of-life service to the people of South Sudan by efficiently providing access to clean, safe water and improving hygiene and sanitation practices in areas of great need.

WFSS seeks full time employees who would like to learn and grow with the organization. We are currently seeking a full time **Logistics Officer** for our Operations Center in Eastern Bank, Wau, Wau State. The Logistics Officer will be responsible for general Logistical and Inventory Control functions.

**Key Responsibilities**

**Warehouse Management/Inventory Control**

* Receiving and releasing organization stock
* Work with warehouse staff (watchmen, storekeeper) to ensure all warehouse activities are carried in accordance with WFSS guidelines and procedures
* Monitor stock level and liaise with Operations Center Manager and Juba Coordinator to bring in items (spare parts and supplies)
* Ensure quality control of documentation for tracking goods inflows and outflows.
* Plan for replenishment of spare parts and other essential items for operations
* Coming with Warehouse arrangement and stock coding experience.
* Sectioning Warehouse for easy identification of spare parts and supplies.
* Observing Warehouse safety rules and regulations.

**Fleet Management**

* Manage the fleet (trucks and cars) and generators. Track vehicles locations to reallocate when necessary in consultation with Operations and Field Managers.
* Manage fuel (petrol and diesel) storage system including assigning fuel to different teams, check stock level and fuel consumption rates and fueling.
* Allocate vehicles and drivers according weekly movement plan from Monday to Friday.
* 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 Mechanic to ensure compliance to WFSS procedures and guidelines.
* Facilitate procurement of vehicles and generators spare parts from Juba and oversea in coordination with Operations Center Manager and US Support Coordinator to maintain buffer stock of full set of spare parts for vehicles and generators at all times.
* Prepare fuel consumption monthly report
* Raise to Leadership Council fuel, food, office stationeries, travel arrangement purchase request
* Develop, implement and improve logistics management systems and create internal control systems
* Supervise all logistics activities and functions.
* Purchase goods and services for the organization
* Assist in coordinating Tax Exemption request with government relevant institutions
* Attend Logistics Cluster meetings

**Administration**

* Ensure a clear and transparent paper work is in place for all logistical transactions (e.g. purchase request, waybills, stock control, asset tracking, etc) that are kept in an orderly and timely.
* Filing system should be in line with WFSS requirements.
* Supervise all drivers and storekeeper.
* Identify, initiate and implement logistical training to logistics staff.
* Assist Operations Center Manager in administrative functions.
* Communicate with Technical Support Coordinator logistical issues.
* Contacting suppliers to get quotes.

**Person Specifications**

* Degree/Diploma in Logistics.
* 2 years post-qualification professional experience and 5 years’ experience working in a cross-cultural setting, preferable in the logistics sector is desirable.
* Driving experience and valid South Sudan driving license is added advantage.
* Must be South Sudanese with National documents (National ID or passport).

**Accountability:** Logistician reports to Operations Center Manager and Country Directors Country Director

**Training**: Training could be available, to be determined by WFSS Leadership Council.

**Evaluation:** Leadership Council prepares an annual performance evaluation.

**COMPENSATION AND OTHER TERMS**

Full time position starts with a three-month probation period. After probationary period, applicant will be entitled to a review of compensation and performance.

**Vacation**: Eligible for 4 weeks per year, after one year of full-time employment.

**PIT:** All employees are responsible for paying Personal Income Tax, to be withheld from payroll and paid to Government of South Sudan.

**How to Apply**

Send resume/CV, letter of application *highlighting logistical experience*, and letter of reference from former employer to:

WFSS Finance and Office Admin: joseph.nguar@waterforsouthsudan.org

WFSS Operation Center Manager, Abraham Majur: abraham.majur@waterforsouthsudan.org
WFSS Country Director Ater Akol Thiep: ater.thiep@waterforsouthsudan.org
WFSS Country Director: Ajang Agok: ajang.agok@waterforsouthsudan.org.

Hand delivery to our Juba Coordination office, NGO Forum Secretariat, Airport Road, Opp. Ebony Commercial Bank. **0920422277**

WFSS, Eastern Bank, Wau office, Wau, Wau State, **0925875000/0916989786**

***Deadline: May 1st , 2019***

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