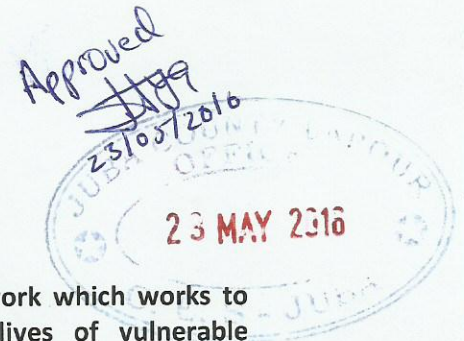




South Sudan Mission

VACANCY NOTICE



Action Against Hunger (ACF)-USA is part of the ACF-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.

ACF-USA is current looking for suitable candidates to fill the position of **Emergency Logistics Officer**, (~~1 Position~~): *2 POSITIONS*

Position open date: 23th May 2016

Starting date: As soon as possible (ASAP).

Duty Station: Roving

VA-2016-02

Objective 1 Supply Chain Management

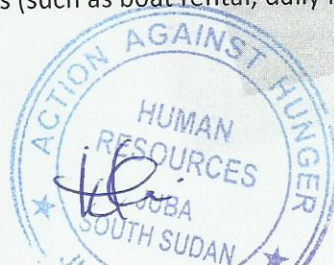
- To collect, compile and validate all Internal Order Forms on base level for MET Team, updating Order follow-up and follow up on orders/requests.
- Maintains lists of local suppliers of products and services, ensuring regular update of the catalogue (price list).
- Ensure Stock management systems are in place (storage conditions, stock cards, reports, expiry dates etc.)
- Work closely with other Base MET Logisticians to prepare chartered flights for MET Bases with the support of Emergency Logistics Expert.
- Monitor the supplies deliveries to the MET Bases
- To work closely with MET Team in the Bases on the quantification of logistics needs for the base, preparation of orders, and ensuring that timely procurements (from the capital or base level) and deliveries are done;
- Ensure compliance with KitLog (procurement policy) at base level;
- Assisting with distribution of different kits (hygiene, nutrition, fishing, seeds etc.)

Objective 2: Equipment and Asset Management

- To evaluate the equipment 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;

Objective 3: Fleet management in cooperation with MET Team

- Support and organize weekly charter/vehicles/boat movement planning and staff movement.
- Plans and organizes transport for supplies to/from destinations: packing, weighing, labeling, preparation of packing list and delivery notes, organizes loading/offloading, prepares transport documents (waybill), notifies destination, and confirms arrival;
- Liaise closely with the service providers (such as boat rental, daily hires, etc.)and ensure timely provision of those services



Objective 4: Rehabilitation and maintenance in cooperation with MET Team

- To monitor the construction, rehabilitation and maintenance of all the structures related to the functioning of the MET program (office, team-house, warehouse, SC/OTP/TSFP sites, etc)
- Ensure proper and timely rehabilitation/maintenance of ACF compound/base

Objective 5: Warehousing

- Take complete responsibility for the receipt, storage, accounting and reporting of all items received and stored in the base warehouse/storage.
- Prepare and supervise loading, offloading and ensure all documents are duly filled and signed

Objective 6: Radio and Communication

- Ensure regular Iridium/Thuraya/VHF radio communication with ACF outreach teams in the field
- Maintenance of the communication Equipment

Objective 7: Reporting

- Providing inputs to Weekly Base Sitrep and Monthly Logistics Report under the supervision of Emergency Logistics Expert including Stock Reports, Boat Rental cost follow-up, Equipment list, Incident Report, Order follow-up to the bases/programs, Sitreps and Oral reporting etc

Objective 8: MET Team Base/Office/Store

- Ensures that ACF'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 9: Security

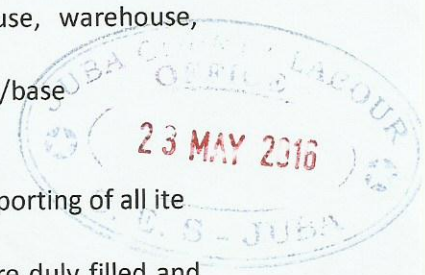
- Monitors, regulates and controls the protection of ACF'S property and supervises all security personnel employed for that purpose under the supervision of Emergency Logistics Expert
- Carries out day and/or night checks on house/office watchmen, checks the security logbooks and stays informed about security problems
- Prepares watchman/guard schedules and replacements for leaves
- Informs the watchman/guard about ACF'S security policy and changes in tasks and duties
- Supporting the bases in security management when required

Objective 10: Finance

Consolidates monthly logistics cash forecast for the base and the invoice payment schedule; adhere to policies and procedures; draft work plan for base improvements; provide inputs to budget proposals and procurement plans.

QUALIFICATIONS

Bachelor's degree in business administration, logistics management, or any related field of studies, or equivalent working experience in similar positions.



SKILLS & EXPERIENCE

a. Essential

- 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 an added value.
- Professional Experience of at least one (1) year in Logistic management.
- Proficient in Microsoft Office
- Willing to work occasional evenings and weekends and to carry out field visits at short notice if required.
- Good knowledge of Iridium/Thuraya/VHF radio communication

b. Preferred

- Previous experience working with NGO or UN agencies
- Proven knowledge and experience of logistics core competencies
- Previous experience in living and working in insecure and volatile contexts
- **Female candidates** are highly encouraged to apply

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying "**Emergency Logistics Officer VA-2016-02**" in the title of your email, or deliver your application to: Action Against Hunger Office at Hai Cinema next to Bari church, Juba Town.

The deadline for applications is Thursday 3th June 2016 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

