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2/8/2017



## Vacancy Announcement Senior Logistics & Procurement Officer

Organisation & programme information	<p>Caritas Switzerland (Caritas) is a non-governmental aid agency and a member of Caritas Internationalis. Caritas works worldwide and adheres to international humanitarian principles (NGO code of conduct). Caritas encourages people to take charge of their own fate and does this by promoting local initiatives that sustainably improve the living conditions of the socially disadvantaged, advocating the conservation of natural resources, supporting civil conflict resolution and peace building, cooperating with local partners and strengthening their own commitments. Caritas works in Eastern Africa and the Horn of Africa with a focus on water, hygiene and sanitation (WASH), Food Security and Humanitarian Aid. We operate an office in Nairobi; have a Country Office in South Sudan (Torit) and a Representative in Ethiopia (Addis Ababa).</p> <p>In South Sudan, Caritas implements comprehensive recovery projects to provide basic services that aim at increasing access to quality education, improve food security as well as improving access to, and use of safe water by the beneficiaries.</p> <p>Caritas Switzerland is currently seeking a Senior Logistics &amp; Procurement Officer for its South Sudan Programme – South Sudanese nationals only</p>
Position	Senior Logistics & Procurement Officer
Workplace	Torit, Imatong State (with occasional travels within Imatong and Namurnyang – former Eastern Equatoria)
Starting date	Asap
Duration	6 months, extendable
Key tasks & responsibilities	<p><b>MAIN DUTIES &amp; RESPONSIBILITIES</b></p> <p><b>Supply Management</b>            Management and tracking of all Caritas Project Orders            Completing and Maintaining required documentation for procurement of supplies            Organize, Plan and prioritize Project supply needs with in the timeframe;            Responsible for the receiving all cargo materials after purchase;            Focal Person for all the supply needs for the project;            Identify the more cost effective supplies;            Responsible for the procurement of the material in time with donor/Caritas rules and regulations;            Check the condition and nature of goods received as required by the contracts;            Follow and ensure that all the legal aspects of importing and procurement of goods are properly respected, documented and field;            Set up and maintain a database of local suppliers, detailing caritas quality, service, price etc.;;            Ensure proper filing and archiving of procurement document;</p> <p><b>Transport/fleet Management</b>            Responsible for Supervision of Vehicles allocation and movement control;</p>

Caritas Switzerland

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Quality management system  
 ISO 9001, Reg.-Nr.14075  
 NPO-Label, Reg.-Nr.22116

Doing the right thing

	<p>Managing rental contracts for vehicles and trucks;          Prepare monthly fleet management and fuel consumption reports;          Monitor and analyse fuel consumption;          Follow-up on vehicle maintained and management of Caritas Vehicles;          Supervision of Logistics Officer to ensure proper management of fleet;</p> <p><b>Ware house Management</b>          Ensure effective warehouse management according to Caritas Rules and regulation;          Ensure efficient stock management and availability of relevant supply management data and stock records;          Ensuring the security of stock through the implementation of effective controls;          Updating Bin Cards, stock cards, inventory and circulating monthly stock report on time;          Investigating all the stock discrepancies and providing a report of the procedure and findings;          Dispatching materials from store with proper documentation;          Effectively manage Caritas assets to ensure they are always accurately monitored and recorded by maintaining an accurate asset register and clear asset labelling;</p> <p><b>Logistical Management of Caritas Premises</b>          Management of the Caritas Compound and organizations Guesthouse, including all tasks for maintenance and repair;          Overseeing and managing the furnishing of the office and Guest house;          Maintaining and establishing follow-up procedures for the stationary store &amp; undertaking Purchase and storage of Guest house Supplies;</p>
<p>Essential requirements &amp; qualifications</p>	<ul style="list-style-type: none"> <li>• University degree in Logistics and procurement/Supply Chain Management, Business Administration and any other related field;</li> <li>• At least six (6) years' work experience in Logistics and Procurement/Supply management position, preferably within the INGO environment, including at least three (3) years in a management role;</li> <li>• Excellent computer skills including spreadsheet, database, word processing, presentation, and email along with data entry experience;</li> <li>• Fluency in written and spoken English is required.</li> <li>• Sound Knowledge in Procurement in Local and international market;</li> <li>• Demonstrated experience supervising subordinates is required;</li> <li>• South Sudanese Driver's License</li> <li>• Knowledge of negotiation;</li> <li>• Willingness to travel in the field and in remote areas;</li> <li>• High level of integrity, Patience and Sensitively;</li> <li>• Highly organized and detail-oriented with strong analytical and problem-solving abilities;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to handle confidential and sensitive information with discretion is required;</li> <li>• Ability to work independently, prioritize tasks, meet deadlines and initiative;</li> <li>• Ability to handle high work load;</li> </ul> <p>Must be a citizen of South Sudan.</p>
Application	<p>If your profile fits the requirements, please submit your full application (CV with contact details, education, training, work experience and 3 referees (former employers with contact details); motivation letter (max 1 page) detailing how your qualifications fit's to the position; indicating "Senior Logistics &amp; Procurement Officer" to:</p> <p><b>Caritas Switzerland Administration &amp; Human Resource Katire Road, Torit/Imatong State</b></p> <p>or by <b>Email: <a href="mailto:southsudan@caritas.ch">southsudan@caritas.ch</a></b> indicating "Senior Logistics &amp; Procurement Officer" on the subject line,</p> <p><b>Application Deadline: 11<sup>th</sup> August 2017</b></p> <p><i>Only shortlisted candidates will be contacted, female candidates are strongly advised to apply.</i></p>
Website	<a href="http://www.caritas.ch">www.caritas.ch</a>