

## PREMIERE URGENCE INTERNATIONALE

- SOUTH SUDAN -

### Logistics Officer - Pamat

Premiere Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organisation. Our teams are committed to supporting civilian and victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations

The association leads in average 180 projects a year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 4 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe, Caucasus and France.

PUI aims at an integrated approach combining health, nutrition, food security and WASH, in coordination with partners, as to have an effective program with a large impact, with the aim to reach the most vulnerable.

PUI has been implementing projects in South Sudan since April 2015 and aims at further developing its activities in the country and extend its coverage for the coming year(s) PUI is addressing the urgent needs of the most vulnerable in the targeted areas, through an integrated approach based on the following strategic objectives

- To save lives by providing timely, quality and integrated multi sectoral assistance to the most vulnerable individuals in coordination with partners;
- To assist in the process of restoring the capacities of government bodies and communities to rebuild and recover from crises and prevent relapses;
- Contribute and mainstream protection in all of PUI programs for beneficiaries facing violence, threats, coercion in order to protect their dignity and rights.

Since 2015, PUI has implemented the following projects in the country:

#### ➤ Access to Primary Health Care services

PUI has been supporting Majak Kaar PHCC in Aweil North (former Northern Barh El Ghazal), with an average of 7,000 consultations a month in OPD and SRH. Since 2018 PUI has focus more on an essential health care package through outreach activities, with a focus on the most vulnerable, including children under 5 and pregnant and lactating women

#### ➤ Nutrition

In Aweil North (NBeG), PUI provides nutrition services according to the Community Management of Acute Malnutrition (CMAM) protocol at PHCC level and through



also runs a Stabilization Centre (SC) for children suffering from Severe Acute Malnutrition (SAM) with complications,

#### ➔ **Food Security**

In 2018, PUI started implementing a FSL program providing emergency livelihood support to food insecure households in 18 Bomas (a local administrative level) of Aweil North (NbeG), including in the villages where PUI runs health and nutrition programs, thus integrating all services.

In addition, PUI conducted in August 2018 a rapid FSL needs assessment in Twic State (former Warrap State) – which prompted a new emergency FSL program in that area. The current FSL project supports 6,300 Households in Aweil North and Twic and stands on three core components:

- Distributing vegetable and fishing kits;
- Establishing group gardens/fishing groups and demonstration plots;
- Supporting the groups with extension services and trainings on conservation agriculture techniques, Post-Harvest Management, IPDM (Integrated Pest and Disease Management) and safe and hygienic gardening and fishing practices.

### POSITION GENERAL INFORMATION

**Position:** Logistics Officer

**Based in:** Pamat

#### **Supervision**

Under the direct supervision of: Base Logistics Manager

Under the indirect supervision of: Field Coordinator

Under the overall supervision of: Head of Mission

Supervises: Logistics Assistant (Outreach) & Logistic Assistant (Warehousing), Logistics Assistant (Storeekeeping), Guards and Temporary workers and Loaders.

### OVERALL MISSION

#### **General objective**

Under the direct supervision of the Base Logistics Manager, the Logistic Officer assists and supervises the implementation of PUI's logistic activities. This includes the management of supply chain activities according to PUI and donor guidelines, management of equipment and assets and warehouse management. S/he works in close collaboration with the program team. S/he organizes and plans the activities and supervises and assists in training of the logistic team members. He/she temporarily takes on the basic tasks of the Base Logistics Manager in his/her absence.

#### **Responsibilities and tasks**

##### **Procurement and Supply Chain**

- Update price lists and vendor databases for use in budgeting and planning
- Implements PUI procurement procedures, policies and guidelines.



- Verifies and process Purchase requests, Request for quotations, Competitive Bid Analysis, Purchase orders and contracts
- Processes and documents all procurement processes and archives them.
- Negotiates prices, deadlines and methods of delivery under the instructions of the Base Logistics Manager
- Manages and monitors supplier relationships and documents their performance.
- Verifies, inspects and receives project materials and goods and coordinates their delivery to project sites in time.

#### **Base Maintenance**

- Assist in the planning and execution of maintenance and repair works in the base
- Ensure guard roster is adhered to with all staffing requirements.
- Monitor the proper functioning of office/Geusthouse equipment;
- Monitor supply (gas, water, stationeries etc.) and initiate order of new supply in coordination with Base Logs Manager.

#### **Equipment & Telecommunication**

- Assist Base Logistic Manager in installation, commissioning and securing equipment and materials
- Assist Base Logistic Manager in monitoring and maintaining materials;
- Identifies and registers new assets procured by the organisation or received from donors in compliance with PUI procedures and donors' guidelines;
- Updating asset register in monthly basis and printing for filling;
- Allocating and Issuing assets to staff when new staff join with PUI and receiving assets from staff when leaving the Organisation;
- Initiating disposal of assets and facilitating the whole process by keeping all records of disposed assets.

#### **Warehouse**

- Coordinate reception of supplies for orders in the warehouse with the logistic team and inspect items to ensure quality, quantity, and expiry dates.
- Supervise the implementation of warehouse procedures, regulations and instructions; including safety and security at all warehouses- PHCC, base, main warehouse and in outreach;
- Organize and supervise regular inventory and stock taking in the warehouses and follow up if needed on any discrepancies.
- Take appropriate action when levels of stock are becoming low or in case of any damaged equipment, in collaboration with Base Logistic Manager.
- Ensure monthly reporting from each store or warehouse , and verify reports, before forwarding to the Base logistic Manager.

#### **Staff supervision**

- Supervise log assistants in the Warehouse, base and outreach and guards at the base and sites.
- Plan and ensure with log assistants, guards, drivers, cleaners and storekeepers;
- Carry out induction of new logistic staff with instructions from the Logistics Manager
- Organize meetings, contribute and steer them to useful outcomes
- Facilitate smooth collaboration with Program and other departments
- Conduct bi-yearly performance evaluations for staff under his/her direct supervision;
- Assist in training of logistic team;
- Update Base logistic Manager on all issues that need his attention.

#### Others

- Maintain confidentiality regarding all information observed, registered or processed
- Travel to different sites in the field for monitoring of Logistics support activities.
- Ensure good coordination, communication, planning, and updates to staff and programmes
- Participate in meetings and trainings where needed
- Perform other duties as requested by the Logistics and Field Coordinator.

*The tasks and responsibilities defined in this job description are not exhaustive and can evolve depending on the project needs*

### QUALIFICATIONS

#### **Mandatory requirements**

<b>Education:</b>	Diploma or degree in Logistic related subject
<b>Language Skills:</b> (speaking/reading/writing)	Fluent in local languages, Arabic with Proficiency in English,
<b>Work experience:</b>	Proven management or supervision skills of at least 2 years in a logistic function; preferably in an NGO/INGO
<b>Important Skills:</b>	Good negotiation and interpersonal skills
<b>Computer skills:</b>	Good knowledge of Microsoft Office Pack (Excel, Word, outlook etc.)

#### **Assets**

- **Other knowledge:** Wide knowledge of humanitarian work and INGO policies and procedures.
- **Interest:** Keen interest working in humanitarian sector
- **Other skills:** Honest and trustworthy; reliable, rigorous and well organized; motivated and dedicated to his/her job; able and willing to learn to extend his/her scope of work; able to manage priorities, take initiative and work without constant supervision and Motivated and dedicated to his/her job

### HOW TO APPLY?



2. Curriculum Vitae with at least 3 references with telephone and Email contacts one of whom should be a recent previous supervisor

**Applications should be submitted on or before 28 April 2019 by 5.00 PM to:**

**1. Premier Urgence Internationale,  
Pamat Base, Pamat Township, Lol State, NBeG.**

**OR**

**2. Via email to:  
[Recruitment@premiere-urgence-southsudan.org](mailto:Recruitment@premiere-urgence-southsudan.org)**

*The title "Logistics Officer-Pamat" must be clearly indicated on the application as the subject line. Only candidates who meet the selection criteria will be contacted. This position is only open to South Sudanese Nationals only.*

Applications once submitted cannot be returned regardless of the outcome and therefore candidates are discouraged from sending along original documents.

Caution: No fees is required for the application to this role and participation at the interview where selected.

*We kindly advice that this position is subject to donor funding and contract duration might vary accordinlgy.*

