



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 **Logistics Manager-Warehouse/fleet (1 Position).**

Position open date: 9th May 2017

Closing date: 22nd May 2017

Starting date: As soon as possible (ASAP).

Duty Station: Juba

Objective 1	Coordinate warehouse and stock management in South Sudan
Tasks & responsibilities	<p>Responsible for controlling and monitoring the storage, movement, disposal and reporting of stock from reception to the point of distribution</p> <p>Make sure that warehouse staff are aware of and adhere to the Storage Guideline and Storage Handbook, and the team is adequately resourced, supported and managed</p> <p>Support nutrition coordinator in reporting on nutrition supplies Make sure the storage procedures are fully understood and applied Carry out systematic inventories (mandatory once per base every two months) and spot checks</p> <p>Alerting Technical Coordinators/Programme Managers when stocks are approaching minimum stock levels or perishable goods are approaching their expiry date, and carrying out any required destruction of stock</p> <p>Ensuring all stock discrepancies/damages are properly documented, investigated and reported to Logistics Coordinator;</p> <p>Ensuring access to warehouses in the Mission is restricted to designated staff and other staff are only permitted to enter when accompanied by designated staff</p> <p>Ensuring warehouses are kept secure at all times and are maintained, clean, well-organized and pest free.</p>
Objective 2	Fleet management
Tasks & responsibilities	<p>Management, control and accountability of all fuel supplies within Juba and provide fuel management support including contingency planning and storage for field locations</p> <p>Monitor, control and report on the use of all South Sudan Mission fleet assets</p> <p>Ensure that all South Sudan fleet asset and driver administration is executed in a professional manner and in accordance with Standards, Procedures and South</p>

	<p>Sudan legal obligations.</p> <p>Ensure that accidents and insurance claims are properly handled; insurance benefits are properly negotiated to the benefit of Action Against Hunger</p> <p>Ensure that all South Sudan fleet assets are serviced and maintained according to a preventative maintenance schedules</p>
Objective 3	Generator management
Tasks & responsibilities	<p>Management, control and accountability of all fuel supplies for Juba Generators and provide fuel management support including contingency planning and storage field locations</p> <p>Ensure that all generators are serviced and maintained according to standard maintenance guidelines and schedules</p> <p>Provide technical assistance and advice to all field locations on servicing and maintenance of all generations.</p>
Objective 4	Manage UNHAS Bookings
Tasks & responsibilities	<p>Book UNHAS flight in accordance with the guideline</p> <p>Update the passengers on the flights</p> <p>Share flights tickets and manifests with the relevant persons (base logs, passenger)</p> <p>Follow up the balance of Action Against Hunger account in UNHAS and make sure the flow is maintained</p> <p>Request the monthly statement from UNHAS and share with Finance department</p>
Objective 5	Facilities Management in Juba
Tasks & responsibilities	<p>Lead preventive and corrective maintenance activities in Juba office and Guest house</p> <p>Manage the different contracts related to current facilities management including rent contract;</p> <p>Develop and follow up daily, weekly and monthly check up and monitoring system for the facilities to ensure a good quality of life.</p> <p>Develop and follow up a maintenance plan for equipment and assets in Juba (generators, Air conditioners, fridges etc.)</p> <p>Develop and follow up a maintenance system for electrical and plumbing installations in juba office and Guest house</p> <p>Ensure that all the supplies needed for office and guest house are available</p> <p>Participate in the selection of service providers for promises management</p>
Objective 6	Support Logistics Team, Staff Management And Training
Tasks & responsibilities	<p>Carry out regular visits to all field locations to coordinate the warehouse and fleet management aspects and to ensure the implementation of standards and procedures equally at all locations;</p> <p>Carry out audits and spot checks of stock and fleet systems in Juba and during the base visits</p>

	<p>Directly lead and manage facility, warehouse and fleet staff in Juba and provide technical support to all field based fleet staff.</p> <p>Build and develop the capacity of the warehouse and fleet teams South Sudan Mission through the use of effective training, performance management frameworks and development plan.</p> <p>Responsible to create and submit support cost Procurement Lines (PLs) in LINK</p>
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POSITION REQUIREMENTS	
QUALIFICATIONS	
University degree in logistics management and procurement, Business administration or any other related field.	
SKILLS & EXPERIENCE	
ESSENTIAL	<ul style="list-style-type: none"> • Experience of working in humanitarian relief/development sector in the field, in a logistics or other related programme support role. • Good working knowledge in logistics and related field (Supply chain, civil engineering, electricity, mechanic...) is recommendable, • Strong communications and capacity building skills, with excellent verbal and written English. • Good working knowledge of Computer, particularly Word and Excel Computer skills. • Willing to work occasional evenings and weekends and to carry out field visits at short notice if required. • Good knowledge of Computers and HF radio communication.
PREFERRED	<ul style="list-style-type: none"> • Previous experience working with INGO or UN agencies as international staff is preferred. • Proven knowledge and experience of logistics core competencies

To apply send your application with CV, cover letter and three professional references to recruitment.ssd@acf-international.org specifying **Logistics Manager (Warehouse)** 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 Friday 22nd May 2017 at 5:30 pm. Note 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-refundable

