

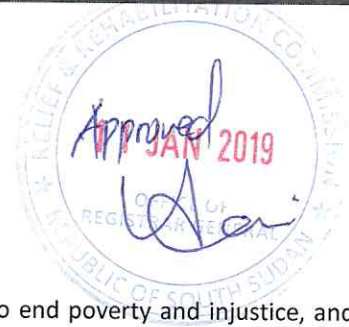
Approved  
JJA

11 JAN 2019

tearfund

### Job Advertisement

**POSITION:** Logistics Officer  
**LOCATION:** Juba  
**STARTING DATE:** ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund's South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Logistics Officer** be based **Juba**.

#### 1. JOB OVERVIEW

To provide Tearfund South Sudan Logistics Team with the logistics capacity to implement and manage projects in a designated geographical area, providing specialist technical oversight as required. Responsible for ensuring professional fleet management, Asset Management, Estate /compound management, sometime support in procurement and warehouse management.

#### 2. POSITION IN THE ORGANIZATION

- Grade: B1
- Reports to the Senior Logistics Officer
- Closely co-ordinates with the following members of the logistics team: Logistics Manager, Assistant Logistics Manager, Other logistics team members in Juba, Field Logistics Officers, Assistant Logistics Officer, Roving IT Officer and Roving Mechanic

#### 3. DIMENSIONS AND LIMITS OF AUTHORITY

No budget approval authority

#### 4. ORGANIZATIONAL REQUIREMENTS

- The post holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children and vulnerable adults in accordance with Tearfund's Safeguarding Policy.
- The post holder will be expected to behave in accordance with Tearfund's Personal Conduct Policy.
- The post holder will be expected to lead or participate in spiritual sessions of prayer, staff retreats and biblical reflection within the Team
- To be committed to Tearfund's Missions, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Tearfund's Christian beliefs.

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- Responsible for maintaining your own spiritual development and providing support and encouragement to staff and colleagues in line with biblical principles.

## 5. DUTIES AND KEY RESPONSIBILITIES

The sub-headings regarding the duties are only intended to convey a rough idea of the relative size of the various areas within the overall job. Practically, they may vary depending on need in the department.

### Transport / Fleet Management

- Define fleet requirements at the project level, develop vehicle usage plans and operating/capital cost budgeting to inform Logistics department leadership.
- Oversee and record daily use of Juba project fleet vehicles, including security, servicing, fuel and spares/tools stores.
- Ensure all those authorised to drive Tearfund vehicles meet the standard and have up-to-date driving licences, valid for the country of operation, and are medically fit to drive.
- Conduct or arrange additional training where necessary for local or expatriate staff to cope with the local driving conditions and type of vehicles.
- Determine transport requirement and organise distribution plans at project level, coordinating with Logistics department leadership to ensure effective delivery of relief commodities to the project sites.
- Ensure cargo and transport planning and routing for timely and cost-effective delivery of all program supplies.
- Establish viable (time, quality & cost) transportation and distribution networks for all field sites and all transportation modes possible.

### Asset Management

- Receive and record all assets procured by the program.
- Ensure tagging of all the assets in the program for easy tracking
- Update the asset register once there is any new asset procured, before dispatch to the field or allocation to any staff.
- Maintain a comprehensive asset register list for the entire South Sudan program, and report on a monthly basis.
- Carry out physical asset verification semi-annually for all program assets.
- Report loss or damage to any asset within the required timing as per the policy.
- Maintain non-asset (low value) inventory list for Juba South Sudan and report on monthly basis.
- Carry out semi-annual non-asset physical verification, ensuring approval by line manager and the Logistics department leadership.

### Estate Management

- Ensure repairs needed at the office are done timely once reported/identified.
- Ensure maintenance of the compound through slashing, pruning, garbage collection and sewage collection in the compound
- Ensure there is enough water in the compound (drinking and utility water)
- Ensure payment for all repairs, garbage collection, water deliveries, office rent, staff house rent, security guards services and sewage collection and any other goods/services are done on time.

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- Routinely check the generators for maintenance, for fuel refilling and to ensure maintenance spares are in stock.
- Work through the Human Resource department to engage casual staff following the set procedures.

#### **Procurement Administration**

- Liaise with procurement officer and mechanic(s) to support procurement for all services related to fleet and estate management.
- Process payments related to procurement undertaken in liaison with the procurement officer and Logistics leadership.
- Identify potential local sources of goods and services, recommending them for supply, especially in relation to fleet and estate management.
- Maintain up-to-date information on the PR tracker at all times for procurement undertaken, and upload all procurement documentation to the online data backup system.
- Maintain comprehensive and well-organized records, including an effective filing system for storing procurement documentation to enable document tracking and auditing.
- Liaise with technical experts to ensure quality control, specification conformity, volume assessment, monitoring and verification of deliveries.
- Carry out customs clearance of cargo and personal effects on behalf of Tearfund, making proactive arrangements to ensure that all documents necessary for customs clearances are in place before goods arrive at port.
- In the absence of procurement officer or as requested, carry out procurement duties by processing all approved PRs of up to three quotations in according to SOPs for South Sudan.

#### **Warehousing, Commodity & Stock Management**

- Support in Identify warehousing requirements and arrange physical facilities for storage at project sites in consultation with Assistant Logistics Manager, Facilities Manager and Assistant Finance Manager, including managing warehouse staff.
- Establish and maintain a stock inventory management system, including stock control and detailed receipt/despatch records; provide reconciled stock reports
- Support the Assistant in ensuring documentation and reporting of losses / damages. Oversee reconstitution of damaged or short weight commodities and arrange destruction of infested and damaged items.
- Together with the warehouse assistant, carry out stocks and asset inventories on regular basis and enter into the standard inventory sheet format as delegated by SLO
- Prepare waybills, release notes, asset movements whenever items are dispatched and good received notes when items are received.
- Maintain a list of Inventor at Juba and all field sites and facilitate disposal of all unwanted assets and inventors in the program.
- Coordinate with project staff to ensure effective and timely release /despatch of goods to project sites.

#### **Financial Management & Accounting**

- In consultation with the Logistics Manager, Finance Manager and Assistant Logistics Manager, agree payment terms and conditions with commodity suppliers and oversee timely processing of all invoices especially for all services related to fleet and estate management

#### **Team Management**

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For logistics staff within the delegated area:

- Lead and manage staff, encouraging effective team work and providing supervision, guidance and monitoring.
- Ensure that staff under him/her understands their individual and collective responsibilities for safety and wellbeing.
- Monitor the security and physical / mental well-being of staff (including compliance with local security plans and health & safety procedures).
- Conduct regular performance reviews, including 6-monthly performance appraisals, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Conduct exit interviews, disciplinary and grievance procedures as required.
- Ensure that staff respect local cultural and gender sensitivities.
- Ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities to logistics staff.
- Where appropriate, provide pastoral support to members of the team.

#### **Spiritual Leadership**

- Responsible for the spiritual leadership of logistics staff in the delegated area; to support their spiritual wellbeing and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

#### **Programme Strategy and Planning**

- Ensure mission purpose, strategic goals and programme objectives are communicated amongst logistics staff to create mutual understanding and ownership.
- Advise the Assistant Logistics Managers & Area Logistics Officers of significant logistics issues affecting project implementation.

#### **Corporate Policies, Management Systems and Procedures**

- Contribute towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Ensure internal management systems and policies (e.g. PIM/DMS) are established and monitor field-based operations to maintain compliance.

#### **Personnel Management for the Programme**

- Assist the management in defining local team composition, management structure and manual labour needs including rostering of shift and casual workers, to fulfil warehousing, security and distribution / transport duties.
- Assist in preparing job descriptions for all drivers' positions and oversee the recruitment / induction of these staff as required.

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- In coordination with the Logistics Manager and HR Manager, assist in logistics staff planning, personnel requisition, training and development for new and replacement national / international staff as appropriate.
- Assist the field management to ensure all logistics personnel files are maintained and regularly updated.

#### Good Practice and Institutional Learning

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice.
- Promote opportunities to encourage openness to learning from staff and assist in identifying issues from operational experience for analysis, dialogue and possible incorporation into future good practice and policy formulation.

#### External Relationships / Representation

- Build positive working relationships with government, local communities, UN, NGOs, procurement agencies and suppliers at the project level in support of an effective and efficient logistical support function.

#### Any other activities as required by the Logistics department management.

- Carry out tasks and activities as assigned by line manager or other leadership of the Logistics department which may not be specified in this job description.

#### PERSON SPECIFICATION – Logistics Officer

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Degree in BBA/Logistics &amp; Procurement or Tertiary qualification in Logistics/ business management</li> </ul>	<ul style="list-style-type: none"> <li>● Associated Technical qualification-Higher Diploma in Logistics or Procurement, Business Administration or related field exp.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● 3 years Proven Experience in the following areas               <ul style="list-style-type: none"> <li>○ Administration</li> <li>○ Importation and customs clearance</li> <li>○ Management</li> <li>○ People management</li> <li>○ Logistics</li> <li>○ Project implementation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Proven strategic planning experience.</li> <li>● Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.</li> <li>● Experience of leading and facilitating prayer and Bible study groups.</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>● Supervisory skills</li> <li>● Negotiation skills</li> <li>● Problem solving skills</li> <li>● Training skills</li> <li>● Excellent written and verbal English communication skills</li> <li>● Ability to learn fast</li> <li>● Proficiency with Microsoft Office, Google Suite (docs, sheets, etc.), Internet browsers, Skype and other computer-based technology</li> <li>● Administrative skills</li> <li>● Ability to communicate confidently and</li> </ul>	

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	<p>comfortably about own personal faith</p> <ul style="list-style-type: none"> <li>• Ability to lead and facilitate team prayer and Bible studies</li> </ul> <p>Ability and commitment to apply biblical principles prayerfully within all aspects of the role</p>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Committed evangelical Christian</li> <li>• Humanitarian &amp; Christian motivation</li> <li>• Emotionally and spiritually mature</li> <li>• Team player</li> <li>• Understanding and sensitivity to cross cultural issues</li> <li>• Flexible and adaptable to ever changing environments</li> <li>• Ability to remain calm under pressure</li> <li>• Willingness to travel and live in basic conditions</li> <li>• Committed to an evangelical Christian church</li> <li>• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Contributing to an evangelical Christian church</li> </ul>

**How to Apply:**

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office near Juba Teaching Hospital or on line - detailing your experience for the post and include your daytime telephone contact to **southsudan-recruitment@tearfund.org** . The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **31<sup>st</sup> January 2019 at 5:00pm.**

**NB:**

- **Female candidates are strongly encouraged to apply**
- **Only short-listed applicants will be contacted for interviews**
- **Applications once received are not returnable**
- **Applications on soft copies sent to wrong email address or any other email other than the above email address will NOT be considered**
- **Only Short listed candidates will be contacted for interviews**

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