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MLPSC/HAD
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[Signature]



VANCANCY ANNOUNCEMENT

Logistic Manager

Job Title: Logistics Manager
Wau, Southsudan

Overall Job Purpose:

The Logistics Manager is responsible for the overall management of logistics functions (procurement, storage, facilities, fleet/transport, ICT asset management,) in Wau. She/he will ensure that all tasks are carried out in a timely manner and in line with Johanniter and donor regulations. Transport, procurement and storage have to be managed in close collaboration with the Project Coordinators/responsible staff.

Job Responsibilities:

General:

- Ensure that Johanniter standards of logistics procedures are implemented and adhered to throughout the programme, briefing and supporting of relevant expat and national staff as required.
- Implement Johanniter logistic/procurement and preventive corruption guidelines and ensure smooth course of administrative and logistics process.
- Support Country Director in updating Johanniter security guidelines.
- Proactively engage with the Country Director and key staff (Program, Finance, Medical) on all logistical matters to ensure that programmatic and project planning incorporates sufficient funding for logistical staff and logistical support mechanisms
- Work closely with the responsible Person for Security to ensure security of logistics infrastructure including selection, training and management of security staff and delegation of responsibilities for locking and material release.

Staff:

- Management of national logistics staff including identification of training it is trained in all relevant fields. Identify personnel requirements and develop labour plan with details of labour requirements and work schedules. Determine training needs for staff supervised by you and provide regularly feedback.

Procurement:

- Management and supervision of procurement for all projects (e.g. assessment, tenders, selection of supplier, contract design, monitoring) including regular field visits
- Procurement of all items and service contracts according to Johanniter and donor procurement guidelines. Ensure that all procurements are tracked and recorded to identify items.
- Ensure that local market surveys are regularly carried out, to ensure a full knowledge of the availability and price of local items. Implement a pre-qualified supplier procedure.
- Capture pipeline information, and coordinate the management of the supply chain ensuring that Program staffs are well-informed and well-prepared for incoming goods and materiel.

Fleet/ Transport:

- Fleet management to ensure efficient and timely transport including vehicle movement planning and scheduling maintenance/repairs etc.
- Supervision of fuel management, including reporting, control of average consumption and documentation of costs.
- Monitoring of vehicles condition and correct use by drivers
- Responsible for adequate training and supervision of performance of national drivers.
- Provide the technical oversight, input and supervision to coordinate the staff support to delivery of and implementation of all logistics support and advice to procurement procedures and manage the procurement process in accordance with Johanniter policies and guidelines in a transparent, accountable, efficient and cost effective manner.



- Ensure that vendor eligibility screening is carried out in a timely fashion, updated regularly, and, recorded appropriately.
- Manage transportation, customs clearance, storage/warehousing and coordinate and document distribution of items

Warehouse:

- Proactively coordinate and direct the management and tracking of all medical supplies, equipment, materiel and food in transit, through its receipt, storage, and onward distribution to include the locating and negotiating contracting for storage/warehousing that is secure, well-maintained, and meets health and safe working practice requirements

Reporting:

- Prepare monthly logistics and fleet reports as well as monthly updated inventory and present them to the PC as part of SITREP
- Capture, plan and regularly update preparedness reporting for the logistic systems in place at Wau Office level

Facility management:

- Facility management of the Field office (Wau) and guarantee full operational capability (electrical, water, communication, IT, etc.)

Asset management:

- Management of all assets and equipment. Guarantee a careful, prudent and economical use. Follow-up inventory list and material transfers.
- Maintain accurate filing systems, with documented and supported records of action for audit purposes, and monthly inventory reports to the Project coordinator and country management team, pursuant with Johanniter policies and procedures.
- Supervise and coordinate all matters logistics regarding satellite communications and radio communications to ensure that equipment is insured, asset managed diligently, operated in the most cost efficient manner, and maintained appropriately. Develop and keep protocols/SOP updated and ensure that correct radio procedures are followed at all times.
- Management and maintenance of all office items especially IT to ensure efficient office working of the team.

Liaison:

- Represent Johanniter in logistics coordination meeting and in other relevant meetings. Ensure coordination with partners, local authorities, UN/INGOs, national suppliers and international institutions.
- Collaborate closely with Country Director, Head of Programme, Finance Administrator Programme Coordinators and logistics Manager at the Country Office

Essential requirements:

- **Diploma in Supply Chain Management or Degree in Business Administration from a recognized University or College.**
- **Previous experience as logistics senior profile in similar contexts (high security management & high logistics technical skills on Radios equipment & humanitarian supply procedures) at least 2 year experience in logistic field especially in South Sudan.**
- Experience in staff management.
- **IT Skills:** Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Exchange) etc. Ability to use software and other information systems and databases to insert data, make enquiries, retrieve/define ad hoc reports and analyses and edit results in appropriate format
- Good knowledge of the supply chain.



- **Interpersonal Communications and Teamwork Skills:** The incumbent must possess a cooperative spirit, flexibility and openness to work in an international environment and tact and Ability to establish and maintain effective working relationships with people of different national and cultural background.
- A Republic of **South Sudan national**
- **Language:** Full command of English language and a functional Arabic is desirable

Competencies:

- Organisation and capacity to prioritise and plan / rigorous.
- Autonomy / initiative / capacity to work with limited supervision.
- Ability to solve problems.
- Adaptability.
- Ability to work under stress.
- Team work.

Interested applicants can submit application letter and CV to Johanniter Office in Juba or Wau or through e-mail to sarah.limio@thejohanniter.org. The deadline for application is in 16th **May 2017**. The Johanniter **juba office** is located **near JAM Office on kololo Road, Just opposite suk wewe Market (for direction, call 0954036927)**

