

**Duty Station: Field**

**Job Purpose:** To serve as a field logistician with the Emergency Response Team (ERT) by being responsible for the equipment and logistical needs for ERT assessments and interventions in all states of South Sudan.

**Key Responsibilities****Logistics**

- Act as the ERT logistician:
  - Timely prepare and organise (often with short notice) all supplies needed for assessments and interventions with the Project Manager, Team Leader, and Juba-based Procurement team.
  - Build up the campsite / worksite: e.g. foxholes, store, dispensary tents, shower, and toilet if necessary.
  - Ensure safe road travels for Medair staff and supplies to various locations/destinations.
  - Set up communication equipment, especially QMAC in the correct, operating way.
  - Water management: ensure the availability of water for cleaning, cooking, showering, and safe drinking water.
  - Prepare household and kitchen trunks for teams for intervention.
- Organise and prioritise tools, equipment and spare parts. Arrange transport for the same during emergency interventions in consultation with the PM and team members.
- Order, track and receive items in the field. Check the items received against the waybill. Liaise with senders to resolve problems.
- Prepare for ERT interventions: packing, transport / Loading, administration (packing list, Waybill, Stock Cards) of items going to field sites
- Assist Warehouse Manager with maintenance of the store shelving, organisation and inventory if requested.
- Warehousing (Base): In liaison with Warehouse Manager, Team Leader and ERT Logistics Coordinator, ensure appropriate stock is ready for interventions at all times: borehole/emergency water system equipment; HHP supplies; stationary; construction materials; team food and team household items.
- Maintain Medair field equipment, and coordinate repair when needed, in liaison with ERT Logistics Coordinator.
- Submit written and radio reports to PM and ERT Logistics Coordinator.

**Staff management (field):**

- Hire local South Sudanese compound workers (e.g. cooks, cleaners, guard, etc.) at field sites. Create work agreements, train, supervise and pay locally hired staff.

**Quality management**

- Maintain all field equipment including vehicles, generators, and communications equipment.
- Develop routine equipment service and checks systems to ensure that it is operational all times.
- Monitor and ensure proper use of equipment.
- After every intervention create and submit an equipment status report to the ERT Logistics Coordinator.
- Manage and secure the field store during interventions, and ensure maintenance of the compound.

**External representation**

- Act as the liaising manager, especially in field locations concerning translation into local language, to help with discussions and resolve cultural issues in an understanding and amicable manner.
- As requested by the PM or team leader, meet with counterparts/local leaders at the beginning and throughout the time ERT is on ground.

**Qualification/Experience**

Logistics training and coursework, Diploma in Mechanic is desirable. Valid South Sudanese driving license

Work experience in logistics, preferably with a similar organization with **Minimum of 2 years of professional experience**

Applications deadline: **13<sup>th</sup> August 2017.**

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Human Resources Department**

**Medair South Sudan**

**Theo Road, Hai Tongping**

or e-mail: [recruitment@southsudan.medair.org](mailto:recruitment@southsudan.medair.org)

