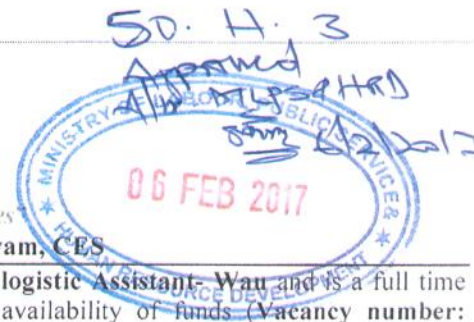




ACTION FOR DEVELOPMENT

"Working together to empower communities"

Gudele P.O.BOX 287 Juba, Block 9 Munuki Payam, CES



AFOD South Sudan invites applications from qualified persons for the position of **logistic Assistant- Wau** and is a full time position for duration of 6 months (renewable) depending on performance and availability of funds (Vacancy number: AFODSSVA/023/2017).

Background: AFOD is a National NGO, supporting Health and Nutrition, WASH (Water, Sanitation and Hygiene), Education & child protection interventions and Sustainable Community livelihoods and rehabilitation and development programs including humanitarian response in South Sudan since 2011. AFOD is currently implementing projects funded by the WFP, UNICEF, HPF and, FAO UNDP in Wau, Terekeka, Nyamuring, Lol, Jubek and Gbudde states.

Purpose of the position: Under the direct supervision of the Programme Manager Wau regional Office, the Logistics Assistant will perform the following tasks and responsibilities.

Key roles and responsibilities

1. Oversee the management of warehouse, food commodities & NFIs therein and staff working in FAO,HPFII,UNICEF and WFP warehouses in Wau and Lol State under AFOD's management;
2. Ensure smooth running and coordination between AFOD, FAO , HPFII, Unicef and WFP in relation to in and out movement of food and NFI items for project activities;
3. Ensure timely preparation of CRN for food release upon receipt of distribution plan as per WFP monthly distribution cycle
4. Conduct monthly reconciliation of food stocks after each distribution cycle and prepares monthly reconciliation report;
5. Conduct physical stocks of food and NFIs kept in each of the warehouses in all the locations and submit report to FAO ,HPFII , UNICEF and WFP through management;
6. Regular monitoring and supervision of warehouse activities including receipt of food from contracted transporters by WFP, handling, storage and distribution in order to achieve project objectives in the regional Office.
7. Progress reporting of WH activities in three Payams (weekly, monthly, quarterly) and /or as required;
8. Represent AFOD in Logistics cluster meeting at county level (if any);
9. Document relevant success stories and lessons for future programming and improvement as may be required;
10. Undertake any other tasks that will be assigned by the supervisor.

Minimum Required Skills and Qualifications:

- Diploma in Logistic & procurement and supply chain management from a recognized institution
- Minimum 3 years of work experience in the same or similar positions
- Good Conversational skills in English and Arabic
- Good computer knowledge in micro soft office

Skilled in the following Competencies: adapting & Learning, Team work, Organization & Assessment

Remuneration: An attractive package will be offered according to AFOD salary scale.

Applications submission: Applications from qualified South Sudanese nationals, accompanied by updated CV in English, should be sent to the address below not later than 26th February, 2017; Human Resource Officer, **AFOD South Sudan head Office and Wau Regional Office.** P.O. BOX 287 Juba, Gudele Block 9, Juba or Email: ikudri_hrss@afodi.org, info_ss@afodi.org, afodsouthsudan@gmail.com.

