



Action Against Hunger USA
Malualkon Field Officer, South Sudan

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South Sudan Mission

VACANCY NOTICE

Action Against Hunger-USA is part of the Action Against Hunger-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.

Action Against Hunger-USA is current looking for suitable candidates to fill the position of **Logistic Officer, (1 position)**

Position open date: April 16, 2018

Closing date: April 29, 2018

Starting date: As soon as possible (ASAP).

Duty Station: Malualkon, Aweil East, South Sudan.

KEY RESPONSIBILITIES

Fleet Management

- Prepare the fleet weekly planning and insure its correct implementation by Radio Operator and drivers per ACF policies and procedures
- Ensure drivers conscientiously report information on the logbook and fuel logbook and plan with drivers for services and repairs
- Assist in small procurement and follow up of repair and maintenance (welding, tyre mending);
- Ensure fuel pumps and drums are regularly serviced and cleaned for correct quantity and quality of fuel released from stock
- Oversee the performance of the daily vehicle pre-departure checklist mentioned in the logbook and weekly vehicles checklist by the drivers
- Perform regular and as well as random checks on availability of required items and equipment in the vehicles
- Prepare additional equipment to be brought along according to needs (fuel, stickers, flags, tools, medical kit)
- Prepare the vehicles maintenance plan in coordination with the Roving Field Mechanic
- Monitor vehicle administrative documents update
- Archive vehicles files

Equipment, Assets and IT Management

- Verify periodically the condition of the material, equipment generators, vehicles, office/guest house installations;
- Oversee vehicle maintenance, service and initiate repairs of the ACF fleet including rented vehicles, bicycles, and all other means of transportation owned or contracted by ACF. Ensure fleet costs are inserted in each vehicle folder for future reference.
- Checks the vehicle's administration issues: registration, insurance, road tax, fuel consumption logs, driver's license, and the equipment and documents that

should be available in each car (including non-ACF staff passenger liability waivers)

- Evaluate the equipment needed for the base.
- Maintain and update the equipment and assets databases: equipment list, inventory list, et al
- Manage all the equipment in the base including inventories, allocations, maintenance, and filing.
- Perform IT briefing and IT support to Maluakon Base
- Supervise the allocation and proper use of the equipment. Ensure staff fills allocation forms for equipment under their custody.

Security and Radio/ Communication Management

- Supervise the Radio Operator and make sure that calls on both VHF and HF radios are follow-up, logged in the radio log book
- Ensure that radio equipment and other communication tools are maintained. Work with Deputy Field Co to troubleshoot communications in the field and develop/implement better strategies under technical guidance of Security Manager and LogCo
- Ensure all ACF security policies and protocols are adhered to by staff, contractors, visitors, and contracted security guards
- Provide information for the local security plan updates when requested
- Implement security rules and guidelines in fleet, equipment and premises management, including the safety measures in maintenance operations
- Monitor, regulate and control the protection of ACF'S property and supervise all security personnel employed for that purpose
- Carries out day and/or night checks on office/guesthouse/ACF site watchmen/security staff, checks the security logbooks and stays informed about security problems including at off-base ACF sites
- Informs the watchman/security staff about ACF'S security policy and changes in tasks and duties.
- Write Incident Reports as requested and follow-up incidents in collaboration with the Deputy Field Co

ACF Maluakon Base Site Management

- Work closely with Deputy Field Co to supervise construction, rehabilitation, and maintenance of ACF Base (office, warehouses, and guest house)
- Work closely with Log Off Supply Chain to procure and follow-up contractors for base work
- Work closely with Finance Officer to ensure correct and timely payments to contractors
- Supervise contractors throughout project terms and ensure terms of contracts are fulfilled
- Communicate problems with Dep FieldCo, LogCo, and Security Manager as needed

Team Management

- Supervise the logistics technical team related to log support objectives: Radio Operator, Drivers
- Monitor Drivers' performance and conduct trainings as necessary with regards to ACF technical and professional standards. Report HR issues immediately to Deputy Field Co

- Organise and manage the logistics team related to log support objectives including holidays, appraisals and disciplinary actions when needed
- Conduct capacity building to the team under his/her supervision
- Compile the needs of Log Supply Chain Team related to his objectives and send to Deputy Field Coordinator. Update quarterly.

Rental Vehicles Management

- Check the vehicles quality upon their delivery to ACF and reject any vehicles not complying with ACF requirement including safety kit.
- Make sure the maintenance plan with setup with the rental company is implemented
- Brief the drivers of the rental companies before they start and as much as possible to ensure a good quality of service
- Report to deputy Fieldco any problem
- Work in close collaboration with the rental companies' technician to make sure that the

QUALIFICATIONS & SKILLS REQUIRED

- Higher diploma from a recognized technical college in Logistics and Procurement/or business administration
- Experience of working in humanitarian relief/development sector in the field, in a logistics or other related programme support role.
- Strong communications skills, with excellent verbal and written English. Fluent in local dialects and arabic language is a requirement.
- Secondary school certificate and diploma from technical college in logistics and/or business administration.
- Professional Experience of at least one (1) year in Logistic Issues.
- 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.

To apply send your application with CV, cover letter and three professional references to hroff-mln@ssd-actionagainsthunger.org specifying 'Logistic Officer' in the title of your email, or deliver your application to: Action Against Hunger Office at Maluakon base Office. The deadline for applications is April 29 2018 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-returnable
Females are encouraged to apply.

Approved by labour office
Aweil East State

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17-04-2018

