



Job Advertisement

Logistics Officer (Non-relocatable)

AWEIL

Job Purpose: The Logistics Officer will support Medair's activities in Aweil by providing administrative and logistical support to the nutrition response activities in Aweil County.

A. Key Responsibilities

Local procurement

- Support the procurement process by collecting quotes, participating in CBAs and managing paperwork.
- In coordination with the Support Manager identify and purchase local supplies.
- Take responsibility for monitoring stock and supplies levels and advising the PSM on replenishment.

Facilities Management

- Assist with supervision of base support staff including housekeeper, water carriers and security guards with regard to work scheduling and job performance management,
- Manage and coordinate the base support functions, including: room allocations and food procurement
- Provide facilities briefing and orientation for new staff and visitors.
- Responsible for the weekly budget tracking for base costs relating to facilities, supplies and labour

Warehouse management; support (and or cover for) the Warehouse Assistant to ensure all warehouse activities are carried out in accordance with Medair guidelines and procedures and any donor requirements.

Equipment

- Regularly test ERT equipment, including Thurayas, VHF radios and QMAC radios.
- Complete equipment maintenance forms for equipment not properly functioning.

B. Person Specifications

Essential

- Certificate or diploma in Logistics field
- 3 years post-qualification professional experience in logistics, preferably in an NGO setting
- Driving experience and a valid South Sudan driving licence
- Fluent spoken and written English
- Fluent spoken Arabic
- Excellent computer skills

Desirable

- Diploma in Logistics Technical Training
- 5 years' experience working in a cross-cultural setting, preferably in the logistics sector
- Ability to speak, or willingness to learn, local language
- Experience with stock management systems

Applications deadline: **11th May 2017.**

An exhaustive Job Description of this position is available on request from the email below. Only shortlisted candidates will be contacted.

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:

PROJECT SUPPORT MANAGER
MEDAIR OFFICE, MAKUACH AWIT- WAU ROAD
AWEIL TOWN
or e-mail: recruitment@southsudan.medair.org

Please note: Hard copy applications will not be accepted at the Medair Juba Office