



Vacancy announcement

Logistics Officer for DCA's South Sudan Office

DanChurchAid (DCA) is looking for an experienced and energetic Logistics officer. The position is a one-year position with the possibility of extension. Duty station will be Juba.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism and staff welfare as a priority; creating an efficient, open and inspiring work environment for all.

The Logistics Officer is part of the Prolog team supporting the efficient running of DCA South Sudan's three programs. Supported by a Store Keeper, the ProLog Officer will be responsible for the running of logistic in DCA including store and assets management.

The main responsibilities of the logistics officer are to ensure that:

- logistics systems are operational and in compliance with the DCA Logistical Manual,
- monthly reports are completed in a timely manner and uploaded in ADMIND,
- stock is secure and managed in an efficient manner,
- all documentation and reports are completed in a timely manner,
- fuel stocks are secure and that fuel-monitoring procedures are in place,
- that operational teams are supplied in a timely manner with equipment and consumables,
- repairs and replacement of equipment is carried out during operational stand-downs,
- all assets and inventory items are recorded on the asset and inventory overview, that all assets are issued with an asset contract and that all assets and inventory items are tagged and accounted for at all times,
- efficient use of current stocks is in place,
- timely service and maintenance of all office equipment is done
- Experience with fleet and vehicle management will be an added advantage.

We are looking for a colleague with the following qualifications:

- At least five years experiences in logistics, preferable working with International Non-Governmental Organizations.

- Experience from working with relevant software systems.
- Experience with working with local partners will be an added advantage.
- Be able to work long hours and in weekends when required
- A team player with an open, humorous disposition.
- Flexible, patient and persistent.
- Fluency in spoken and written English.
- Good computer skills (Word, Excel, Power Point, Outlook, etc).
- Have a valid drivers' license.

The Logistics Officer will refer to the Head of ProLog in Juba. We especially encourage women to apply and a South Sudanese will be preferred for the position.

Interested candidates should submit a cover letter and CV to ssk.recruitment@dca.dk. Mark e-mail "**Logistics Officer/candidate's surname**". **The deadline for applications is July 16, 2017.** If this is not at all possible an application can be submitted by hand at the DanChurchAid Office Compound in Topping opposite office of the political parties. **Please note that no material or documents handed over to DCA will be returned to the applicant upon termination of the recruitment process.**

DCA South Sudan has a turnover of about 10 Mill USD, incl. a humanitarian Mine Action programme. The mine action team is self implementing, while the rest of the DCA activities are implemented through partners. 40 of the about 60 staff members work with mine action.

DCA was established in 1922 and is today one of the major Danish humanitarian non-governmental organizations working to assist the poorest of the poor. DCA has Regional Offices in 11 countries, Humanitarian Programmes in five countries and projects worldwide and about 150 staff in HQ in Copenhagen. DCA is member of the ACT Alliance. For more on DCA, please be referred to www.danchurchaid.org