



VACANCY ANNOUNCEMENT



POSITION: Logistics Officer
LOCATION: Based in Juba, with 50% field work in Uror County, Jonglei State, Republic of South Sudan

STARTING DATE: ASAP

Tearfund is a Christian organization committed to serving the poor by bringing help and hope to people in need in over 70 countries around the world. Tearfund's Southern Sudan Programme is looking a suitable South Sudanese candidate for the position of **Logistics Officer** to be based in **Juba with 50% field work in Uror, Jonglei State.**

JOB OVERVIEW

To provide the Tearfund Field Office in Juba and Uror County (Motot /Yuai) with the logistics capacity to implement and offer services by providing professional logistics support as required. This position would be based in Juba to support operations in Uror, cover for overall logistics functions when required, and has to spend at least 50% of his time in the field.

Key specific responsibilities include procurement management, supply chain management, constructions management, etc, focusing on Uror operations (but not limited to). The post holder will ensure Tearfund and donor policies and procedures are known and complied with.

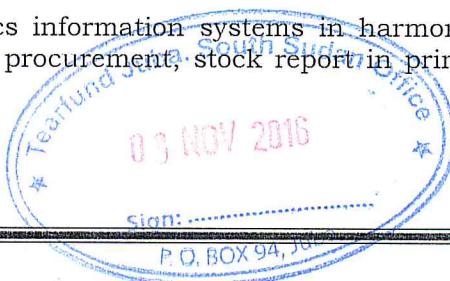
Key Responsibilities:

PROCUREMENT MANAGEMENT (focuses on Uror Operations, but not limited to)

- Execute the whole procurement processes according to Tearfund policies and guidelines.
- Consolidate procurement plans from various projects aiming at bulk purchase for better efficiency.
- Ensure issues related to Procurement Requests/Quotation Requests are followed-up with the concerned (program/Juba-logs/Uror-logs/finance) in a timely manner, and ensure concerned parties are well informed of the status and handling.
- Ensure timely, efficient, and cost-effective planning for construction works (including coordination/development of BOQ and timeframe for construction/renovation related to feeding centres and compound)
- Maintain accurate, timely, and consistent online procurement tracker for communicating with all concerned.
- Maintain accurate, timely, and consistent documentation for all procurement processes.

SUPPLY CHAIN MANAGEMENT (focus on Uror Operations, but not limited to)

- Maintain a good database on all service particulars of key suppliers on various types of transportation (air & road; private or UN)
- Develop timely, efficient, and cost-effective supply chain plans for all supplies based on user requirements and priorities (e.g. types of flights, type of vehicles to be used)
- Develop timely, efficient, and cost-effective supply chain plans for all supplies in the field based on user requirements and priorities (e.g. by tractors, etc.)
- Facilitate enhancement of logistics information systems in harmonizing the records kept in various logistical processes (from procurement, stock report in primary stores, waybill, stock report in secondary stores, etc.)



- Ensure staff produce accurate, timely, and consistent stock reports in Juba

PROGRAMME STRATEGY (focus on Uror Operations but not limited to)

- Advise the Logistics Manager & Area Operations Manager (Motot) of significant logistics issues affecting programme implementation of Uror regarding delivery and storage of project goods and equipment.
- Ensure mission purpose, strategic goals and programme objectives are communicated amongst logistics staff to create mutual understanding and ownership.

PROJECT / SUPPORT FUNCTION MANAGEMENT

- Ensure specific logistics systems in Uror (Warehousing – receiving and issuing items into and out of the store) are complied with.
- Support compliance with the policies and procedures set out in Tearfund’s Programme Logistics Manual.
- Support good health and safety implementation within the logistics function of Uror (Motot & Yuai) and ensure any accidents are reported and recorded.

CORPORATE POLICY AND COMPLIANCE

- Work with the Logistics Manager, Area Operations Manager, Area Coordinator, Senior Logistics Officer and other project staff to ensure that the assigned Logistics functions are implemented with high standard.
- Maintain an efficient and effective supply chain system to ensure supplies and equipment purchased meet required indicated specifications.
- Monitors Tearfund warehousing policies, and ensuring all warehousing activities are within the policy.

TEAM MANAGEMENT

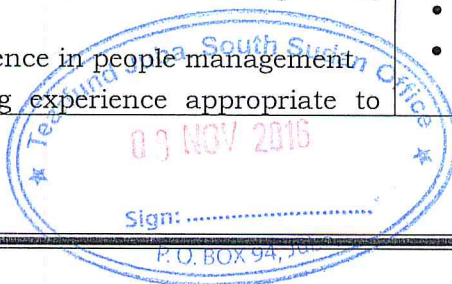
- Promote good team management in line with the bullet points in this section, working with the Logistics Manager as part of the wider logistics function.

EXTERNAL REPRESENTATION

- Build positive working relationships with government, local communities, NGOs and suppliers in support of an effective and efficient logistics function where appropriate.

PERSON SPECIFICATION – Logistics Officer

| | ESSENTIAL | DESIRABLE |
|-----------------------|---|--|
| QUALIFICATIONS | <ul style="list-style-type: none"> • University Degree in Logistics or Supply Chain management and/or appropriate equivalent qualification • Full clean driving licence | <ul style="list-style-type: none"> • Associated Technical qualification (e.g. Warehousing) • Further qualification in humanitarian logistics |
| EXPERIENCE | <ul style="list-style-type: none"> • Proven technical (sector specific) logistics experience • Proven experience in procurement essential • Management of technical equipment including radios, satellite phones, generators, IT • Proven experience in people management • Proven driving experience appropriate to | <ul style="list-style-type: none"> • Working knowledge of good logistics practice standards in: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct. • Health & Safety at work • Cross-cultural work experience |



| | | |
|---------------------------|--|--|
| | <p>the programme</p> <p>2 years minimum experience in practical field.</p> | <ul style="list-style-type: none"> • Proven NGO work experience |
| SKILLS/ ABILITIES | <ul style="list-style-type: none"> • Leadership and management • Organisational and administrative • Negotiation and representation • Analytical and problem solving • Excellent written and verbal communication skills • Radio and satellite phone operation • Computer literate, able to work efficiently in Word, Excel, Outlook • Ability to lead, participate and facilitate in collective staff prayer and bible studies | <ul style="list-style-type: none"> • Training and mentoring skills • Electrical power generation troubleshooting • Off-road driving (4x4, winching) training skills • Knowledge of database management with MS Access software |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to regular Christian fellowship with other Christians • Christian motivation in relation to injustice and serving those in need. • Emotionally & spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Commitment to accountability to beneficiaries, showing dignity and respect, and demonstrating listening and understanding • Flexibility, ability to remain calm under pressure | <ul style="list-style-type: none"> • Networking • People developer and motivator |

How to Apply:

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office near Juba Teaching Hospital- detailing your experience for the post and include daytime telephone contact to southsudan-recruitment@tearfund.org and CC southsudan-hrm@tearfund.org and southsudan-lm@tearfund.org .

The subject matter of your email should be the title of the job you are applying for. The closing date is 25th November 2016 at 5:00pm.

Note:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews.
- Applications once received are not returnable

