



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB OPENING LOGISTICS ASSISTANT Based in Kodok, Upper Nile

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Kodok, Upper Nile.

Main Duties & Responsibilities:

- Responsible for the Supply Chain Management from the receipt of orders from the sub delegation of Malakal until their ultimate delivery to the customers.
- Verify the supply sources (procurement of goods ex stock or through local purchasing order
- Ensure that ROs are processed and delivered to relevant departments.
- Handles purchase requests (Internal Requests, RO) and advises requester on quality issues
- Requests RO, PO and/or Contracts to Kodok SD for all items purchased when necessary.
- Confirms supplier's reception of PO and agreement on terms and conditions.
- Follows the delivery schedule of the goods as per instructions.
- Ensures that orders are delivered in time and with the correct product specifications
- When purchased locally, collects items directly from the supplier or transporter.
- Responsible for petty cash purchases.
- Provides the requester and the Administrator with updated information regarding purchases
- Updates and maintains petty cash records.
- Records bookings of vehicles and makes sure that they are ready in time.
- Monitors and controls the fuel level and consumption.
- Ensures that the vehicle's maintenance is prepared on time.
- Ensures that the vehicles document are properly maintained.
- Picks and packs consignments according to instructions received.
- Supervises the storekeeper and the daily workers for packing, moving and off/loading, if any.
- Maintains the stores and the rub hall clean.
- Ensures that the ground staff and drivers are briefed and trained in airport procedures as well as procedures related to the loading and off-loading of aircraft.

Minimum Required Knowledge & Experience:

- A' Level (Higher/ Advanced higher Grade exam) or equivalent. Some college coursework completed or an Associate Degree is an asset;
- Additional vocational training in administration, logistics or similar field an asset;
- Minimum 3 years' experience in logistics, administration or similar position;
- Conversational level in English and Arabic;
- Intermediate computer skills;
- Skilled in the following competencies: Adapting & Learning, Team Work, Planning, Organization & Assessment; Communication (Ability to express views and ideas)

Interested candidates should submit their application clearly marked "**Logistics Assistant - Kodok**" (including C.V. written in English and copies of certificates) at latest **Friday 17th June 2016** to **The Administrator**;

either At the ICRC reception: **Juba, Malakal, Wau, Bentiu, Bor, Rumbek, Kodok**
or By email to: **jub_hr_services@icrc.org**

Only short-listed candidates will be contacted. Application files not retained will not be returned.