

II Approved by Logistics Office



ICRC

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

JOB ADVERTISEMENT LOGISTICIAN IV Based in Rumbek

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.

Main Duties and Responsibilities:

- Receives Requisition Orders (ROs), analyses them and communicates with the requester to obtain further details, if needed; determines relevant specifications of the requested products together with the requester.
- Determines the source of supply for incoming ROs in collaboration with JUBA Purchases unit; ensures that ROs are properly forwarded for upstream supply source for the items that are not available locally.
- Is responsible for the follow-up process until goods / services are delivered by the supplier.
- Ensures that orders are delivered on time.
- Provides information to the clients/departments on the status of their RO.
- Applies all relevant ICRC rules and regulations on purchasing.
- Ensures that the best price for quality is obtained.
- Coordinates the establishment of Purchase Orders (PO) and contracts with Juba Logistics according to the financial rules of the delegation and purchasing procedures.
- Ensures that contractual terms correspond to applicable local legislation.
- Follows up proactively the delivery schedule of the goods according to contractual terms.
- Ensures the quantity and quality control of delivered goods together with the Warehouse and / or requester; manages suppliers and ensure proper filing thereof
- Checks and processes invoices from the supplier, provides all supporting documents and submits for signatures and payment.
- Is in charge of maintaining complete PO files according to logistics procedures, with all copies or original of documents requested and to archive them.
- Manages car dispatch to ensure that teams have access to vehicles and drivers as necessary for their projects; ensures the regular maintenance and repairs of vehicles.
- Ensures all the stock items are accompanied by the appropriate documents and that incoming and outgoing shipments are recorded accurately.
- Ensures the timely and adequate loading and offloading of materials at the warehouse.

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
- Minimum 3 years of experience in Logistics, administration or similar position
- Good spoken and written English, conversational in Dinka and Arabic
- Intermediate level in computer skills, in particular MS Word and Excel
- Skilled in the following competencies: Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis; Team leader
- Driving License; Succeeded in ICRC Driving test

Interested candidates should submit their application clearly marked "Logistician IV - Rumbek" (including C.V. written in English) and copies of certificates at latest Friday, 29th September 2017 to the HR Manager.

either: At the ICRC reception in Juba, Wau, Bor, and Rumbek
or By email to: jub_recruitment_services@icrc.org

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

