



VACANCY ANNOUNCEMENT

Terre des Hommes Foundation (Tdh) is an international NGO focussed on Child Rights. To support the development of its project in Juba, Tdh is encouraging applications from South Sudanese nationals for the role of:

Logistics Assistant-Supply

Duty station: Juba

Contract duration: up to 31st December, 2018

Starting Date: ASAP

Reporting to: logistic Officer



Job Summary

Under supervision of Logistics Officer- Supply, Logistics Assistant is responsible for procurement and supply organization to ensure timely delivery of supplies at bases. He/she also responsible to maintain all purchase and supply related documents, files and archives.

Duties and Responsibilities

Purchases and transportation

- Carry out all procurement activities while strictly following TDH procurement procedures.
- Market survey and submission of Quotation Request to suppliers
- Receive Quotation/bids from supplier and prepare CBA
- Organize and coordinate transportation for the delivery of supplies at delivery location.
- Arrange and manage daily workers for loading and unloading of supplies.
- Liaison with government departments/offices, other agencies and transporters for required documentation to purchase/transport the supplies.
- Closely coordinate with bases to ensure that supplies have arrived and received by the base completely.
- Documentation of proof of deliveries for both stock and procurement files.
- Update Purchase follow Up daily
- Update supplies data base on weekly basis
- Check all the purchase documents before payment processing

Note: this job descriptions may change as per organizational needs

Job Requirements

- Minimum of 1-2 years professional experience in procurement and logistics with an INGO
- Good organizational, diplomatic and reporting skills
- Fluency in English and Arabic is a must
- Strong sense of personal integrity
- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.

- Team work skills

Education degree: Graduate in business/ accounting/ finance etc

TO APPLY

Application modalities:

Qualified and interested candidates should submit their updated CVS, Academic Certificates and a covering letter to: **Terre des Hommes**, Hai cinema, plot 43 block AXI, 2nd class, Juba, South Sudan, or be emailed to: recruits.tdhss.juba@gmail.com

Clearly with the title indicated, "Logistics Assistant".
Closing date is March 29th, 2018.

Only shortlisted candidates will be contacted for a written test.

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse. Tdh is an equal opportunity employer.

Submitted documentation will remain Tdh properties (do not submit originals).

