



**Job Purpose:** Serve as the field logistician of the WASH Emergency Response Team by being responsible for the equipment and logistical needs of the WASH ERT assessments and interventions in states of South Sudan.

### Key Responsibilities

#### Staff management (within the field):

- Hiring local Sudanese compound workers: (e.g. cooks, cleaners, guard, etc.) set up contracts, training, supervising local staff and being responsible for payments.

#### Quality management

- Maintain field equipment including vehicles, generators, and different communication equipment
- Develop equipment routine service and checks systems to ensure that they are operational all the time
- Monitor and ensure good use of equipment
- Equipment status report after every intervention
- Managing and securing the field store during interventions: maintenance of compound in general

#### External representation

- Act as liaising manager, especially in field locations concerning translation into local language, help with discussions and cultural issues
- Meet with counterparts/local leaders at the onset of and during the time the ERT is on ground as requested by Programme Manager or team leader during interventions
- Carry out all duties pertaining to this job description

#### Logistics

- Order and follow up of purchase requests with the Project (Support) Manager and the Logistics Manager in Juba and ERT Logs Coordinator.
- Ensure timely order of field requisition needed to fulfil objectives with signed approval by Project Manager
- Organise and prioritise tools, equipment and spare parts and arrange transport for the same during emergency intervention in consultation with the project manager and team members
- Order, track and receive orders and check against waybill, liaising with senders to resolve problems
- Preparation for ERT interventions: Packing, Transport / Loading, Administration (Packing list, Waybill, Stock Cards) of items going to field sites
- Assisting warehouse manager with maintenance of the store shelving, organisation, inventory if requested
- Warehousing (Base): Ensure there is always appropriate stock in terms of readiness for interventions in liaison with Warehouse Manager, Team Leader and Logistics Manager. That includes Borehole- / Emergency Water System- / HHP- / Stationary- / Construction- material as well as team food and team household items.
- Maintain and coordinate repair of Medair field equipment and accessories

#### Driving:

- To ensure the safe travels on the road of staff members and supplies to various locations/destinations. Check daily on the status of the ERT car used in field locations and give recommendations to trip leader if needed.

#### Person Specifications

- Logistics course
- Driver's license
- 1 year working experience
- Preferable logistical experience
- Fluent in written and spoken English and Arabic

Applications deadline: **1 February 2019.**

Please submit your application comprising (1) a comprehension 2 paged CV that includes contact details, education and training background, work experience and 3 referees, and (2) an application support statement on how you meet the Person Specifications outlined above to:

#### Recruitment

Human Resources Department, Medair South Sudan - Theo Road, Hai Tong Ping

E-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org)