

JOB ADVERTISEMENT

LOGISTICS COORDINATOR

Duty station: **JUBA (with frequent travel to Project locations)**

Number of positions: One (1)

Date Issued: 06/03/2024

Category: National Staff Posting

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian aid association which, since more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their basic needs for food, water and shelter. Particularly committed to the fight against diseases linked to unsafe water, the leading cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods.

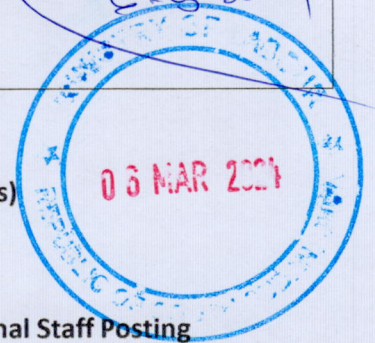
SOLIDARITÉS INTERNATIONAL (SI) has been operating in South Sudan since 2006, conducting activities in emergency and post emergency context, particularly in rural and semi-urban areas, including IDP camp settings. Its expertise in running emergency WaSH intervention is highly acknowledged by all WaSH actors and donors. Furthermore, SI is implementing longer term WASH and FSL activities in multiple locations.

Goal / Purpose:

- The Logistic Coordinator steers a mission's logistical activities in order to ensure that Solidarités International in-country programs run smoothly.
- He/she implements Solidarités International mission procedures and logistical tools, and ensures that they are properly used and adhered to.
- He/she participates in defining Solidarités International's mission strategy, in drawing up projects and in assessing the resources needed for Solidarités International activities.
- He/she supports the Head of Mission in operational security management.
- He/she is the point of reference for the mission and serves as the link between headquarters and the mission for all matters relating to logistics.

II. Main Responsibilities and Tasks:

SD-H3
6-8-2024



- Maintain and improve the logistics structure of the mission - Juba national team, while separating logistics from administration tasks.
- Mitigate logistics costs by prioritizing groupage and/or mutualisation of transport, true anticipation, and planning.
- Provide rigorous monitoring of logistics budget management.
- Be the main focal point and coordinate on all logistics issues between SI permanent and temporary bases, Juba, and the SI headquarters in Paris.
- Ensure implementation of mitigation measures related to security.
- Ensure transportation of supplies from Juba to field operations, while planning with sufficient time in advance.
- Implement standards logistics tools according to SI logistic department Policy.
- Engage in external networking with other INGOs on logistics and security issues.

Priorities for the 2/3 first months:

- Develop procurement plans and obtain validation from HQ for new projects.
- Conduct a general review with the program managers on the progress of procurement and update the procurement schedule and delivery deadlines.
- Participate in proposal development process by involving the logistics Bases managers on BoQ development process.
- Put in place service maintenance plan for all assets (boat, engine, vehicle, generator)
- Ensure that fuel tracking files are properly understood and implemented in all bases.
- Ensure that stock tracking files are properly understood and implemented in all bases.
- Ensure refreshment training on Link supply software within the mission.
- Coach new team members and improve the logistics team capacity at base level.
- Draw up logistics action plans for the various bases and evaluate follow-up.
- Ensure that living conditions on the bases meet the minimum standard required by the organisation.

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

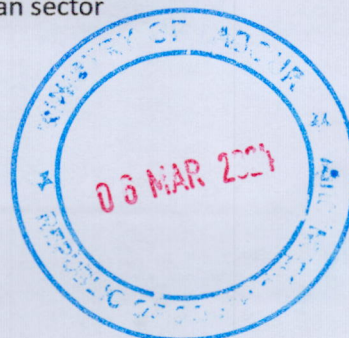
III. Preferred Skills:

Education / academic background:

High degree diploma is recommended (Generalist, Purchase, logistics related education, Bioforce).

Specific skills and experience:

- 5 years or more experience in the humanitarian sector



- A first experience on a similar position
- Substantial experience in supply chain management (minimum 2 years).
- Substantial experience in managing transportation aspects of operations, e.g. truck, barges, cargo boat, airplane charters (minimum 1 years)
- Good organizational and coordination skills.
- Master of the MS office pack, including Excel.
- Capacity of negotiations with suppliers and authorities.
- Substantial experience in management of team – both national staff and expatriates (minimum 2 years).
- A flexible approach to managing and prioritizing a high workload and multiple tasks with tight deadlines.
- Ability to take decisions and work in autonomy.
- Strong capacity to ensure external coordination with multiple stakeholders in the humanitarian community.

Line manager: Country Director

Contract: fixed-term contract of 6 months' subject to funding.

Working hours: From Monday to Friday 7:30-4:30PM. As an executive job, some flexibility can be expected from the employee.

Basic salary: according to SI salary scale

Position open to applicants nationwide, local applicants (Rubkona County) are highly encouraged to apply.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** at Hai Cinema, Juba, or Solidarités International's office in Rubkona (Humanitarian Hub), Malakal Humanitarian Hub, Solidarités International's Office in Melut, Renk, and Kodok.

You Can as well send your application on the below email,

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 25/03/2024. Due to the Emergency nature of the position, Applications will be checked on daily Basis. Any Application sent after this date will not be considered.

Women with the required skills are highly encouraged to Apply.

Only qualified candidates will be contacted.

