

## Job Advertisement

**POSITION:** Temporary Logistics Assistant (Maternity cover)

**LOCATION:** Central Equatoria KajoKeji

**STARTING DATE:** ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of Temporary Logistics Assistant to be based in **KajoKeji Central Equatoria – South Sudan**.

### 1. JOB OVERVIEW

To provide the Tearfund office in KajoKeji with the logistics capacity to implement and offer services by providing Warehousing specialist technical support as required.

Specific responsibility for Warehousing, fuel accountability and ensuring fuelling of generators and vehicles while monitoring minimum re-orders quantity for restocking. The post holder will ensure Tearfund and donor policies and procedures are known and complied with.

### 1. POSITION IN ORGANISATION

- Grade: B4
- May deputise for Grade B3
- Reports to the Assistant Logistic Officer
- Line management responsibility for non
- Closely co-ordinates with the other members of the team.

### 2. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
  - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

### 3. KEY RESPONSIBILITIES

#### 4.1. LOGISTICS / TECHNICAL SUPPORT



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All as directed and delegated by the Assistant Logistics Officer (ALO) or Assistant Logistics Manager (ALM) in Juba.

#### **Warehousing**

- Maintain and manage the storage facilities.
  - Update all records with information as stocks come in or get issued out in order to have accurate current balances at ALL times.
  - Ensure Goods Received Notes are prepared for all items received in store in order to support the payment process.
  - Ensure Warehouse Release Notes duly authorized are used for all items leaving the store including those being loaded for the field locations.
  - Ensure all warehousing forms are used appropriately and as required. Bin cards, stock cards, Release Notes, stock report forms etc.
  - In case of any losses of items from any of the warehouses, report immediately to the ALO, ALM, Central Equatoria Project Coordinator (CEPC) or the Programme Manager (PM).
  - Ensure safety of the goods in the warehouses is not compromised either through damage by water, infestation by rodents, insects, dampness, expired goods and termites or even through theft.
  - You will ensure that no goods expire while under your custody by notifying the users on time through monthly reports or specific alerts and also you will ensure that goods received are of long expiry period. You will therefore use LIFO / FIFO.
  - All items in the stores must be palletized.
  - You will supervise all warehouse activities including receiving of goods and loading.
  - In Liaison with ALO, work out the cost of casual labour to help receive or load successfully and economically. The cost of casual labour should be charged to the project which is the owner of those goods by requesting a PR from them before the work begins.
  - Obsolete assets could be stored in the warehouses. They will be recorded and kept on the inventory as the rest of all assets in the store but you will prompt the ALO on this to ensure timely & correct disposal.
  - In case of insects or termite's infestation, you will notify the ALO on this as soon as the infestation is noticed but also periodic fumigation is necessary to ensure that our inventory is safe and even pallets and wooden shelves are not damaged by termites.
- Ensure the warehouse key must be kept securely and access to the warehouse is controlled.

#### **Fuel**

- Maintain an effective filing system for fuel receipts versus usage records and documentation to enable tracking and auditing.
- Maintain consistent records showing fuel tracking system which clearly shows fuel purchased, fuel in store, fuel issued out, dates, quantities received and issued out and whether to vehicles or generators and balances.
- Ensure that minimum re-order quantity is established and that fuel is ordered in advance and not as a last minute which could impact negatively on compound security & work disruption if the generator has no fuel.
- Ensure the generator is fully refuelled every Monday, Wednesday and Friday.
- Ensure the fuel in vehicle tanks & generators does not go below a quarter tank and should be refuelled immediately when fuel quantity reaches this level.
- Ensure fuel vouchers are issued dually for each vehicle fuel intake or bulk fuel delivery by the supplier.
- Account for all fuel received and issued to both vehicles and generators before new order is authorized.
- Ensure that fuel spillage on the generators during refuelling is cleaned up immediately and that the generator is left clean after refuelling.
- All leftover dirty fuel must be collected in its pure form without mixing with anything else and stored under lock and key for future disposal of the aggregated quantity.
- Information on fuel issuance and usage must be ready in the form of a report presented to the Assistant Logistics officer before the end of every month.
- Ensure all staff & you understand Health and Safety issues that relate to fuel handling and follow Tearfund Standard procedures.

#### **4.2. PROGRAMME STRATEGY**



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- Advise the Assistant Logistics Officer and Assistant Logistics Manager of significant logistics issues affecting programme implementation regarding storage of project goods and equipment.
- Ensure mission purpose, strategic goals and programme objectives are communicated amongst logistics staff to create mutual understanding and ownership.

#### 4.3. PROJECT / SUPPORT FUNCTION MANAGEMENT

- Ensure specific logistics systems (Warehousing – receiving and issuing items into and out of the store) are complied with.
- Support compliance with the policies and procedures set out in Tearfund's Programme Logistics Manual.
- Support good health and safety implementation within the logistics function of KajoKeji and ensure any accidents are reported and recorded.

#### 4.4. CORPORATE POLICY AND COMPLIANCE

- Work with the Logistics Manager (LM), Assistant Logistics Manager, Programme Manager, Central Equatoria Project Coordinator, Assistant Logistics Officer and other project staff to ensure that the Warehousing needs of stocks are met to a high standard.
- Maintain an efficient and effective supply chain system to ensure supplies and equipment purchased meet required indicated specifications.
- Monitors Tearfund warehousing policies, and ensures all warehousing activities are within the policy

#### 4.5. TEAM MANAGEMENT

- Promote good team management in line with the bullet points in this section, working with the Logistics Manager, Assistant Logistics Manager as part of the wider logistics function within South Sudan.

#### 4.6. EXTERNAL REPRESENTATION

- Build positive working relationships with government, local communities, NGOs and suppliers in support of an effective and efficient logistics function where appropriate.

### PART 2 – PERSON SPECIFICATION

JOB TITLE: Temporary Logistics Assistant.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Secondary school certificate and/or appropriate equivalent qualification</li> <li>• Full clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Associated Technical qualification (e.g. Warehousing)</li> <li>• Further qualification in humanitarian logistics</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Proven technical (sector specific) logistics experience</li> <li>• Proven experience in procurement and Warehousing are essential</li> <li>• Management of technical equipment including radios, satellite phones, generators, IT</li> <li>• Proven experience in people management</li> <li>• Proven driving experience appropriate to the programme</li> </ul> <p>2 years minimum experience in the practical field.</p>	<ul style="list-style-type: none"> <li>• Working knowledge of good logistics practice standards in: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct.</li> <li>• Health &amp; Safety at work</li> <li>• Cross-cultural work experience</li> <li>• Proven NGO work experience</li> </ul>
SKILLS/ ABILITIES	<ul style="list-style-type: none"> <li>• Leadership and management</li> <li>• Organisational and administrative</li> <li>• Negotiation and representation</li> <li>• Analytical and problem solving</li> <li>• Excellent written and verbal communication skills</li> <li>• Radio and satellite phone operation</li> <li>• Computer literate, able to work efficiently in Word, Excel, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Training and mentoring skills</li> <li>• Electrical power generation troubleshooting</li> <li>• Off-road driving (4x4, winching) training skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to lead, participate and facilitate in collective staff prayer and bible studies</li> </ul>	
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Committed Christian with a personal relationship with God</li> <li>• Committed to regular Christian fellowship with other Christians</li> <li>• Christian motivation in relation to injustice and serving those in need.</li> <li>• Emotionally &amp; spiritually mature</li> <li>• Team player</li> <li>• Understanding and sensitivity to cross cultural issues</li> <li>• Commitment to accountability to beneficiaries, showing dignity and respect, and demonstrating listening and understanding</li> <li>• Flexibility, ability to remain calm under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Networking</li> <li>• People developer and motivator</li> </ul>

• **How to Apply:**

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be drop to **Tearfund office** Located in Leikor, detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to [southsudan-recruitment@tearfund.org](mailto:southsudan-recruitment@tearfund.org) The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is 10<sup>th</sup> Dec - 2021 at 5:00pm.

NB:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews
- Applications once received are not returnable
- Contract period for this position will be 3 months.
- This is a temporary position which does not come with other staff benefits



03/12/2021



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