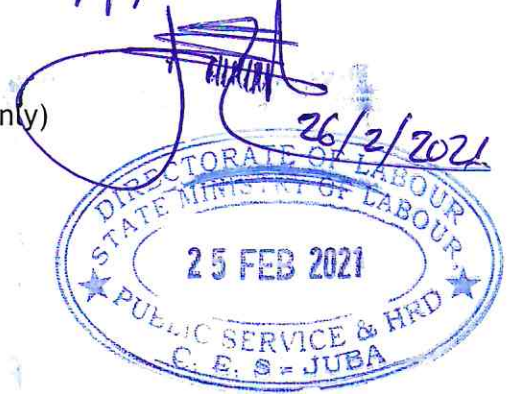


JOB VACANCY
LOGISTICS ASSISTANT
(For South Sudanese Nationals Only)

Approved



Job Title: **Logistics Assistant**
Office of assignment: Juba, South Sudan
Immediate Supervisor: Logistics Coordinator
Application Deadline: March 10th 2021:

This position will ensure that PAH staff and materials movement needs are effectively and efficiently meet while complying with donor, country and PAH requirements.

Responsibilities.

Fleet management.

- Maintain a schedule for PAH fleet services and repairs in accordance to PAH procedures and manufacturers recommendations to ensure that the fleet is kept operational.
- Work with drivers to ensure that services and repairs of PAH fleet are documented in a Job card and signed off by the service provider and the driver of the vehicle.
- Maintain and monitor expiration of vehicles registration document and process for renewal on time to ensure that all vehicles and motorbikes have valid documents
- Ensure that drivers carry out daily vehicle checks and report submitted to the fleet and transport officer weekly every Monday of the week.
- Ensure that vehicles are insured under comprehensive class, and in case of accident, the insurer is informed within 48 hours and subsequent claims filed.
- Request for installation and renewal of tracker to vehicles and monitor movement of cars and fuel usage on the same.
- Ensure that vehicles are filled with fuel at all times, the minimum fuel level in both tanks is 60ltrs.
- Ensure that vehicles are cleaned at all times safe for passenger travelling.



Transport Management.

- o Ensure that PAH staff and materials transport needs are met within reasonable time and in the most cost effective manner.
- o Do bookings for domestic flights with UNHAS and other commercial flights as may be recommended by the logistics coordinator.
- o Prepare and request for cargo shipment by the logistics cluster
- o Process for vehicle and cargo movement clearances from RRC and JVMM

Reporting

- o Assist the logistics coordinator in preparation of monthly fleet and maintenance reports e Prepare monthly fuel consumption reports

Supervision.

- o Closely monitor filling of log sheets by drivers to ensure that they are correctly and accurately filled and submitted on time.
- o Assign vehicles and accessories to drivers and ensure that they are used correctly only for PAH operations.
- o Assign drivers to facilitate staff and cargo movement within and to field locations within reasonable time
- o Ensure that drivers hand in vehicles keys afternoon close of business

Record keeping.

- o Maintain scans of vehicle services and repairs files saved in to the server in shared vehicles folder.
- o Maintain hard copies of vehicles log sheets and fuel issuance vouchers, scanning them and save to the server in shared vehicles folder
- o Maintain track of daily vehicles check reports in an excel file and file hard copies in each vehicle box file.
- o Keep scans of all documents related to fleet and transport management saved in to their respective folders in the server.

Any other duty as may be assigned by the supervisor.

Recruitment Qualifications



- o Degree in Logistics (Transportation) and any related field (attach all your academic credentials or qualification).
- o Two (2) years of experience with an INGO in Fleet and Transport management or any other related field.
- o Knowledge of computer applications such as MS office: Word, Excel and Outlook
- o Self-organized and motivated, showing initiative to work with minimal direct supervision
- o Good written and spoken English, ability to communicate in Juba Arabic and other local languages an advantage
- o South Sudanese National

Skills and attributes.

- Strong analytical skills.
- Strong interpersonal skills and the ability to work professionally with persons at all levels
- Ability to maintain accurate records.
- Ability to work independently.

Application Submission Criteria:

Please send your covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources at recruitment.ssud@pah.org.pl or submit your application to HR Office.

Please indicate the position you are applying for in the subject line i.e. "*Application for the position of logistics Assistant*"

Note: due to urgent need to fill this position, short listing may take place before the advertisement deadline on **March 10th 2021**.

