**VACANCY ANNOUNCEMENT**

Position: Logistics and Admin Officer

Reports to: Logistic Coordinator

Supervision of: N/A

Duty station: Juba

Travel: 30%

Project number:

Duration and type of contract: 31st March 2020

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization’s values. to be **dedicated,** **innovative,** **inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. **Role and responsibilities**

The purpose of the officer position is day to day implementation of the procurement support functions and responsibilities.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Ensure adherence with NRC policies, tools, handbooks and guidelines
2. Implement delegated procurement support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

* Ensure timely delivery of goods and service. Enforce transparent and open procurement process for NRC to obtain the best value for money.
* Implement internal controls and procedures designed to ensure strict compliance with NRC Logistics Handbook.
* Ensure all PR from the field are well tracked in the system and the status of the orders is shared with programs and management weekly.
* Transport all project materials needed to the field staff and offices whenever needed using UNHAS, LC or any other means.
* Track and ensure efficiency in delivering all PRs raised by the field. Follow up with the field staff to ensure buying the needed items.
* Prepare TARs, flight bookings, etc. as needed and as delegated by the line manager.
* Conduct market assessments and ensure delivering the best items with the best quality.
* Prepare and follow up on procurement plans.
* Visit field locations when needed and as delegated from the line manager.
* Other responsibilities as delegated by the line manager.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

• Finance, log, Procurement and project manager and Program team, LC, UNHAS.

• HR Juba

Scale and scope of position

|  |  |
| --- | --- |
| Staff: | N/A |
| Stakeholders: | Vendors and suppliers, LC, UNHAS |
| Budgets: | N/A |
| Information: |  |
| Legal or compliance: | NRC Logistics Handbook |

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies:**

• Experience from working as a Procurement, administration and Logistics in a humanitarian/recovery context

• Previous experience from working in complex and volatile contexts

• Documented results related to the position’s responsibilities

• Knowledge of Logistic cluster and pipeline warehouse operation and processes.

**Context/ Specific skills, knowledge and experience:**

• Knowledge of the South Sudan context

* Knowledge of local language

• Strong interpersonal skills

• Result orientated approach

2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

* Handling insecure environment
* Planning and delivering results
* Empowering and building trust
* Communicating with impact and respect

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

• The Job Description

• The Work and Development Plan

• The Mid-term/End-of-trial Period Performance Review Template

• The End-term Performance Review Template

• The NRC Competency Framework

**Application Procedure:**

* The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
* Please do not submit original certificates. Submitted application documents will **NOT be returned.**
* Applications must be submitted no later than on the **28th AUG 2020** by email [SS.job@nrc.no](mailto:SS.job@nrc.no), or in an enclosed envelope clearly marked “**PROJECT TEAM LEADER”** to any new by NRC offices

**Only short-listed candidates will be contacted, by e-mail or by phone.**

**FEMALE WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE ENCOURAGED TO APPLY**

**The position is open to South Sudanese Nationals Only**