

50. H-3
Approved
7/4/2020



JOB VACANCY

1. **Job Title:** Logistics Manager
2. **Organisation:** Johanniter-Unfall-Hilfe e.V.,
Johanniter International Assistance
3. **Organisation Description:** Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting mostly health projects worldwide.

Location: Wau, South Sudan

Overall Job Purpose:

The Job holder will manage and support the provision of logistical support to the programme in WBeG while ensuring compliance to donor, organisational policies and procedures for effective programme delivery. H/She will be responsible for procurements, asset management, warehouse and inventory management, facilities and fleet management in close collaboration with the programme teams and Logistics Manager.

Reporting lines

Reporting to: Operations Support Coordinator

Supervising: Fleet and Base Officer, Logistics Assistant

Receives technical advice from: Operations Support Coordinator

Gives technical advice to: Fleet and Base Officer, Logistics Assistant

Standing in for: Operations Support Coordinator

Replaced by: Logistics Assistant.

Job Responsibilities:

Operations and Logistics management (80%).

- Implement logistics functions in accordance to Johanniter and donor guidelines while ensuring strict adherence by programme and support staff.
- Engage with programme staff to provide timely delivery of logistics support to programmes.
- Compile and review procurement documentation for completeness, accuracy, and regular follow up in collaboration with programme and finance department.
- Manage and monitor all procurement functions including planning, tracking and vendor relations while ensuring that goods, services and works are of the right quality in the right quantities at the right price delivered to the right place at the right time.



- Maintain accurate filing systems, with documented and supported records of logistics transactions for audit purposes both manually and electronically.
- Compile and review relevant monthly logistics reports in accordance to Johanniter policies and procedures.
- Ensure the proper management of Johanniter fleet of vehicles, Motorcycles and generators, scheduling, use and maintenance in collaboration with the fleet and base officer.
- Supervise the management of fuel deposits including usage, delivery and reporting.
- Oversee warehouse operations ensuring proper record keeping, storage and issuing of items, physical inventory checks, storage conditions, security and facility maintenance.
- In coordination with the Logistics Officer, conduct periodic warehouse physical inspections to ensure accuracy of inventory counts, identify impairments, and take corrective actions in the case of discrepancies and/or stock deterioration.
- Coordinate all matters regarding equipment and assets including communication, IT and power, to ensure that equipment are managed diligently, operated in the most cost efficient manner, and maintained appropriately.
- Support the proper management of field bases (Office/Guest house), and ensure that repairs and maintenance works are done in a timely manner.
- Support the Operations Support Coordinator in the Implementation and updating logistics aspects of security plan to ensure resources and facilities are ready at all times for either hibernation or evacuation.
- Perform other duties as may be assigned by the line manager.

Staff Management (10%).

- Manage staff with integrity and in accordance with HR procedures to ensure that they maintain the highest standards of accountability and professionalism. This includes appraisal, providing a measurable development plan including on-the-job learning with the aim of strengthening technical capacity, exchanging knowledge within the team and providing guidance on career paths.

Representation (5%)

- Represent Johanniter International Assistance in a positive and professional manner contributing to the continuation of a positive image and overall credibility of the organization.
- Proactively engage with line managers in areas where there are needs for improvement as well as to ensure good coordination and adequate information sharing, address common concerns/problems and seek solutions.

Quality Management (5%).

- Promote the use of Johanniter's quality management tool Consense and ensure that all staff are able to access and use it.
- Implement systems to improve transparency, ensure adequate anti-fraud procedures are in place, carry out regular inspections and spot-checks, to ensure the best use of Johanniter assets and resources.
- Ensure that projects are effectively supported in line with donor budgets and guidelines.

Person Specification:



Professional qualification: Relevant BSc Preferably in Logistics/Supply chain management or a related field from a recognized University.

Experience:

- Relevant 3 years of experience in a similar position with INGOs in South Sudan.
- Strong leadership and supportive attitude towards team members.
- Demonstrate experience to multitask, priorities/delegate and management of field teams.
- Demonstrate experience in operations and logistics management.

Skills:

- Strong management and organisational skills.
- Strong analytical, written and oral communication skills.
- Cultural sensitivity and team competence.
- Common sense and being proactive.
- Ability to work both independently and as a member of a team.
- Strong working knowledge of English (spoken and written) and a functional Arabic is a plus.

Language: Fluent and good working knowledge of English and Arabic

The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.

How to apply; Deliver your updated CV, Motivation letter, certificate copies and copies of your National ID as single document to the **Office of Johanniter Juba located adjacent to TM Lion Hotel, opposite suk wewe or Wau Office located Daraja west at former GIZ office sika Hadid – South Sudan**

Online applicants should submit their applications through email to hr.southsudan@thejohanniter.org not later than **29th April 2020**.

Please indicate the title of the position you are applying for in the subject line of your application and only shortlisted candidates will be contacted for the interviews

DO NOT SUBMIT ORIGINAL DOCUMENTS

All the photocopies will remain the property of Johanniter International Assistance.

Qualified female candidates are strongly encouraged to apply

