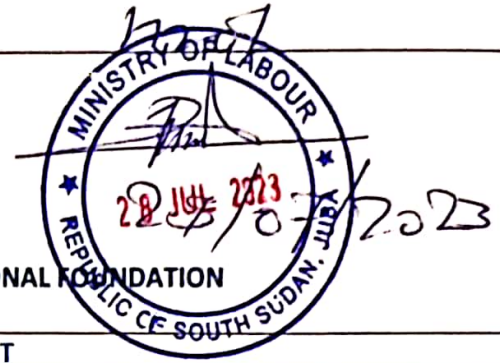


50-H-3
Approved



**DR. PRISCILLA NYANNYANG EDUCATIONAL FOUNDATION
(DPNEF)**

JOB ANNOUNCEMENT

Job Title	Logistics Officer.
Department.	Administration Or Logistics:
Location	Juba, Central Equatoria state, with 10% field visit.
Report to	Logistics Manager.
Duration	9 months with possible Extension.
Position Opened	South Sudanese Nationals Only.

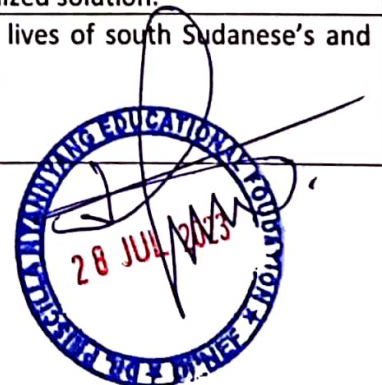
A. Organizational Background

Dr. Priscilla Nyannyang Educational Foundation is a national humanitarian organization, a non-Governmental and not for profit organization addressing the most urgent and pressing needs of the vulnerable communities in South Sudan. our cross-cutting efforts in promoting humanitarian relief, human rights, rule of law and good governance, more especially empowering women, and girls, DPNEF focuses on Education programs, preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture which could play an important role in improving peoples' livelihoods, food and nutrition security and resilience through education. DPNEF mainstreams and integrates cross-cutting issues such as environmental protection, gender equity, HIV / AIDs, and human protection in its program strategies through education. DPNEF integrates and applies the principles of Conflict Sensitivity, Do No Harm and Accountability to Affected Populations in its programming.

We partner with children, families, and their communities to reach their full potential by tackling the causes of poverty and injustice education in South Sudan and making sure that all children:

- enjoy good health and nutrition!
- are educated and prepared for life's challenges and opportunities.
- are protected from harm.
- are participating in the decisions that affect them and their communities.
- live in resilient families and communities with diversified livelihoods to be able to provide for their current and future needs.

Vision	Helping to find local solution to challenges and sowing the seeds of lasting changes. We recognize the importance of education, health service, and humanitarian response in alleviating the hardship of the ar. We aim for inclusive development, systematic changes, local ownership, and contextualized solution.
Mission	Our mission is to make a lasting difference in the lives of south Sudanese's and helping them in rebuilding the country in the future.



The Logistics Officer reports to the logistics manager. The logistics officer will be undertaking the following responsibilities.

KEY RESPONSIBILITIES

Generic responsibilities

- Adherence to DPNEF policies, guidance, and procedures.
- Implement DPNEF's systems and procedures at the area level.
- Ensure adherence to DPNEF policies, handbooks, guidelines, and donor requirements.
- Prepare and submit reports and analyses.
- Ensure proper filing of all support documents.
- Advise line managers in Logistics related procedures and provide training for the logistics assistants.
- Ensure development and implementation of administrative systems and procedures.
- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards & principles within DPNEF and amongst beneficiaries served by DPNEF.
- Focus on anti-corruption, transparency, and cost-efficiency in all processes (e.g., in procurement, vehicle management, asset management).



Specific responsibilities

- Support Logistics Team Leader in managing, evaluating, and reporting fleet management activities/performance.
- Coordinate with Access and any teams for issuing the required Permits/Approvals for Vehicles and goods movements between locations.
- Plans the movements and shares the weekly movement plans.
- Optimise the size and use of the fleet to reduce mileage and fuel consumption.
- Prepare documents for payment of contracts when assigned by Line Manager.
- Take part in regular stock checks/inventory on monthly basis.
- Vehicles hiring, maintenance, servicing and recording of the services and checks.
- Supervise the Area drivers.
- Provide support in testing, training of drivers and authorized to drive staff.
- Filing of all documents of the vehicles (registration, insurance, etc) and drivers (licenses, permits)
- Submit daily, weekly, and monthly reports of vehicle/fuel use; prepare statistical reports on usage/distribution of vehicles.
- Fuel provision and control
- Plan and execute Logistics activities so DPNEF's resources are used most effectively.
- Ensure efficient and effective coordination with other support functions, especially Finance.
- Ensure that all procurements are in line with DPNEF procedures and serve the best interests of DPNEF and its operations (quality of goods, timely delivery, value for money).
- Perform any other duties assigned by the Line Manager.

C. Core Competencies and Qualifications Required.

Qualifications

The position requires a University's degree in Supply Chain Management, Procurement and Logistics management, Non-Profit Management, or a related field, as well as at least 3 years of experience in grant management, program design, implementation, and fund-raising, preferably within South Sudan

Command of local dialects of Arabic shall be an added advantage.

SKILLS, KNOWLEDGE, ABILITIES:

Strong organizational ability; experience in post-disaster and emergency project management, and the ability to work independently and as part of a team; ability to understand the cultural and political environment and to work well with multiple stakeholders in a diplomatic manner; demonstrated knowledge of international humanitarian assistance and development programs with emphasis on the functions, policies and procedures of the international NGOs and the UN system; excellent interpersonal skills and proven ability to identify, plan and coordinate program and operational support to a field-based operation. Experience in capacity strengthening of local partners and staff strongly desired. Experience in program development and management in the areas of Sustainable Agriculture & Food Security, Economic and Social Development, education and Global Health preferred. Excellent written and oral communication skills in English required, and with other languages a plus. Experience in working with national organizations is a plus. Must be available to work outside normal office hours or on the weekends as required by contact with DPNEF security, or other obligations. While performing the duties of this job in the field, the employee may be exposed to security risks and/or very basic living conditions, and extreme weather conditions.

D. Application Procedure

Interested candidates should strictly submit to the e-mail address with clear subject line " application should be submitted to jobs@dpnef.org and CC info@dpnef.org or hand delivery to the following address Savannah House, First Floors|Buluk behind Lokita Petrol Station|Juba| South Sudan and please submit the following application documents:

- Application Letter (not more than one page)
- Detailed CV indicating e-mail and telephone contacts and at least three referees (max 5 pages)
- Motivation Letter (one page) detailing previous experience and relevance to position.
- Scanned copy of National ID/Passport
- Scanned copies of Academic Certificates, Testimonials and Recommendation Letters, the application e-mail should indicate on the subject line the Job Title. Only short-listed candidates will be contacted for interviews. Closing date for receiving applications is 16th of August 2023 by 16.00hrs.

DPNEF is committed to achieving workforce diversity in terms of gender, Nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply **mostly females are encouraged to apply**. All applications will be treated with the strictest confidence.

