

50-17-3
Approved by
Slim Speaker

VACANCY NOTICE
Logistic Support Assistant

Date 29th August, 2022

Job Title	Logistic Support Assistant
Location	Juba
Reporting To	Finance manager
Job Purpose	The position is responsible for the procurement of supplies and booking of flights.
Primary Working Relations	The Logistic Support Assistant will work closely with The Program Manager, Finance Manager, Human Resource and Admin officer.
Organizational Overview	<p>International Aid Services (IAS) is an international relief and development organization founded in 1989 with the purpose of assisting people in need. IAS core sectors are Water Sanitation and Health (WASH), Civil Society Development (CSD), and Inclusive Education (IE). Since 1 January 2019 IAS has merged with Läkarmissionen (LM), and now IAS South Sudan is an operational part of LM. The Head Office for the organization is Läkarmissionen. For more information about IAS and Läkarmissionen, kindly see www.ias-intl.org and www.lakarmissionen.se.</p> <p>IAS South Sudan is looking for a passionate individual to support our projects. A person who has the experience and competencies to work as Logistic Support Assistant.</p>
Special Attention	<ul style="list-style-type: none"> ▪ This position is offered for south Sudanese nationals only. ▪ Qualified female candidates and people with disabilities are encouraged to apply.

<p>Primary Duties and Responsibilities</p> <ol style="list-style-type: none"> 1. Review and verify all purchase orders for goods and contract services 2. Plan, organize and lead the bid solicitation processes including drafting and issuing Requests for Quotes. 3. Coordinate procurement committee bid evaluation. 4. Place purchase orders to the selected supplier. 5. Requesting payments for completed procurements and ensuring that purchase requests, Goods Received Notes, Completion Certificates and waybills are fully attached. 6. Coordinate the delivery of supplies as per the purchase orders.

7. Update the procurement data base.
8. Process flight bookings for IAS office staff, visitors and consultants, both in-country and international as per request from the Field office or Human resource and admin officer.
9. Plan and supervise the work of the driver.
10. Preparation of monthly status reports purchase requests, and receipt of supplies.
11. Ensure timely preparation of quarterly and annual project procurement plans and monitor implementation.
12. Any other duty as assigned by IAS management.

1. Key performance indicators (KPI)

- Updated procurement plans by at the beginning of each quarter.
- Bids / Quotations are solicited within 1 week after purchase requests.
- Procurement bid evaluated by procurement committee within 3 days receiving the quotation.
- Place purchase orders within 2 days after quotation evaluation.
- Payments are requested within 4 days of receiving invoices
- Delivery of supplies from suppliers within in 4 days.
- Procurement database updated annually.
- Flight requests booked within 2 days.
- Hotel booking requests booked within 2 days.
- Monthly status reports on purchase requests, and receipt of supplies on file on by 15th of the following.
- Quarterly and annual project procurement plans on file.
- Motivated subordinates.
- Improved staff motivation and engagement.

Desired Minimum Qualifications/Experience

- A University Diploma in Procurement, economics, or business is required.
- One year of professional experience in human resource management in an international organization and/or large corporation is required
- Good spoken and written English is essential and Arabic is desirable
- Computer skills in MS Word, Excel, and PowerPoint.
- Previous experience in remote working skills is highly desirable

Experience:

- Minimum 1-year experience in logistic and procurement management with an NGO/service company.

Skills/Attributes

- Committed to the organization's Vision, Mission and core values;
- Strong interpersonal skills with the ability to build positive relationships with staff and partners at all levels;
- Proactive and flexible work style with an interest in being part of a very dynamic and demanding team; Self-disciplined, high level of integrity, honesty, and respect for diversity.

Job Commitment

- Starting date: As soon as possible.



- Duration of commitment: Minimum 6 Months with a possibility of extension based on funding and performance.

Submission of Application

- All applications should be submitted electronically to the Human Resource Officer email: christineanyek@gmail.com and CC: yona.gibson@ias-intl.org
- Please use the reference code 'Logistic Support Assistant for Juba ' in the email subject line.
- Please provide the following when applying for this post: 1) a Cover letter explaining your motivation for seeking this position and your experience from similar organizations; 2) a Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, contact details and names of three references.
- **Closing date: 16th September 2022.**
- IAS South Sudan does not refund any expenses in connection with interviews.
- Only shortlisted candidates will be contacted.

Note: Due to the urgent need to fill this position, applications may be reviewed upon receiving.



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