



Vacancy Announcement

22-April 2022

Job Title:	Logistics Officer
Function:	Programme Support
Job Group:	Programme Support—Officer
Duty Station:	Juba, South Sudan
Administrative Line Manager:	Logistics Manager
Technical Line Manager:	Operations Director
Line Management Responsibility:	Logistics assistants

Background: Nonviolent Peaceforce (NP) is a dynamic, international non-governmental organization. We work with people affected by violent conflicts to enhance their security and dignity through unarmed civilian protection (UCP). We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath and to help transform the world's response to conflict situations.

Nonviolent Peaceforce is looking to hire One Logistic Officer as indicated above for Nonviolentpeaceforce Juba Office. We appreciate to hire proactive, problem-solving and creative individuals that pay attention to detail, work hard and are eager to learn.

All NP Employee are expected to work in accordance with the organization's values and code of conduct. NP's three main value are non-partisanship, nonviolence and the primacy of local actors.

JOB PURPOSE:

Logistics officer is responsible for ensuring the effective operation and overall management of assets, including registration, tracking, reporting and disposal in co operation with the Country Logistics Manager. The Logistics officer is a member of the programme support team responsible for providing transport and logistics assistance to the NP filed teams in South Sudan. It also involves helping with the procurement and delivery of goods for the NP team.

KEY OBJECTIVES/RESPONSIBILITIES:

- Ensure that all asset management forms are used and recorded properly and inventory is well maintained
- Develop logistics plans for current operations and logistics contingency plans
- Develop and execute tools and methodologies to enable effective implementation of logistics plan; And implement standard operating methods to manage logistics operations efficienciently
- Adhere to Nonviolent Peaceforce's procurement Manuel and follow right procedures for procurement
- Ensure security measures for vehicles such as parking, storage of keys, isuranses are upto date
- Emergency supplies are stocked at each Guest houses and all the filed locations.
- Receive the field procument requests from the field

- Prepare and submit cash requests to finance for procurement, liquidate cash advances within time limits set by finance department
- Communicate directly with field teams to seek clarity on procurement requests, let teams know when the goods will arrive and update them on any delays
- Organize shipping of goods to field sites, making cargo bookings, preparing waybills and following up to ensure that the supplies reached the final destination.
- Monitor the fuel in the office compound and request fuel order from operations department
- Oversee maintenance of office building, coordinating with landlord to ensure repairs are made.
- Ensure sewage tanks and garbages are cleaned in the compounds on a regular basis.
- Provide support for caretakers at guesthouse, ensuring their needs and concerns are reported to management
- Coordinate generator maintenance, booking regular maintenance appointments and overseeing larger repairs in coordination with operations department and/or landlords as needed
- Together with Administrative Assistant, ensure timely submission of flight bookings (UNHASS, Commercial airlines and MOP) and timely cancelations. This has to be coordinated with the flight focal person in NP.
- Responsible for oversight of rentals including tracking of rental agreements and payment
- Service as back-up driver for Juba based activities if necessary

QUALIFICATIONS AND COMPETENCIES:

A. Education, Knowledge and Experience

- Degree in related field from a recognized University.
- 2 -3 years of experience in larger scale logistics operations
- Associated technical qualification (e.g. Electricity)
- Strong commitment to the safety and security
- Basic experience in working with multi culture environment
- Commitment to Nonviolent Peaceforce's nonpartisan approach to working in South Sudan
- Experience as a driver, knowledge of basic vehicle maintenance and procurement
- High computer skills on MS Office programs including Excel and Word

B. Skills

Independent

Judgment/Analytical:

- Ability to manage information with discretion
- Ability to set priorities, solve problems and devise practical solutions

Interpersonal:

- Flexible, energetic and adaptable
- Ability to work in a multi-cultural environment
- Proven ability to build relationships

Languages:

- Ability to interact confidently with colleagues and external contacts in verbal and written English
- Good spoken Arabic

Vehicle Maintenance:

- Basic in-field emergency maintenance
- Report in any maintenance issues to be repaired

C. Other Specialized Requirements

- This position is open to nationals of South Sudan only. National identification required

- A valid Driving License is required.
- Adherence to the NP Safety and Security Processes and Protocols, code of conduct, Child Safe Guarding policy, Sexual Harrassment Policy and Conflict of Interes policy.

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter,
- Contact details including phone numbers/Emails and address
- Please do not submit original certificates, national IDs but rather the copies. Submitted application documents will **NOT be returned**.
- Applications must be submitted to
- npsshr@nonviolentpeaceforce.org or submit by hand to Nonviolentpeaceforce Office at Kololo Block B Plot 27'' DDR Avenue before 13th-May- 2022.

FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY. Only short-listed candidates will be contacted.

