

Health Pooled Fund 3: South Sudan

Job Title: Logistics officer (1 Position)

Reporting to: Operations Manager

Location: Juba, South Sudan

Start date: 16th September 2019



1. Who we are

ShimaHR consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of the Health Pooled Fund (HPF)

HPF began its third phase of programming (HPF3) in July 2018 and is planned to run until 2023. The project is funded by the British Government's Department for International Development (DFID), the Government of Canada, the Swedish International Development and Cooperation Agency (SIDA) and United States Agency for International Development (USAID).

HPF3 merges two previous health programmes, HPF1 and HPF2 supporting services in eight state hubs of South Sudan formerly known as: Eastern Equatoria, Central Equatoria, Western Equatoria, Northern Bahr el Ghazal, Western Bahr el Ghazal, Warrap, Unity and Lakes.

The programme has the following 4 principal outcomes:

- Enhanced delivery of integrated health services through a network of health facilities.
- Expanded Community health services for the prevention and treatment of common conditions.
- Strengthened management of the Supply Chain for essential drugs and commodities.
- Stabilize health systems that are responsive and accountable to the needs of communities and individuals accessing health services.

2. Position Summary



This position is responsible for the provision of excellent logistic and fleet management support, assisting with office procurement in compliance with relevant policies, and ensuring compliance with knowledge management and asset management policies and procedures.

3. Responsibilities

- Determine transport requirements and organise distribution plans at project level, coordinating with relevant individuals and suppliers to ensure effective and secure movement of staff to project sites.
- Ensure all HPF office supplies are managed and ordered to ensure smooth running of the project
- Ensure that all the necessary documents are available and up to date in the vehicle (insurance, logbook, import list, tool kit, spare parts, spare tyre, first aid kit and fire extinguisher) Ensure that all vehicles are maintained and serviced accordingly
- Ensure all vehicle are serviced and maintained
- Supervise that vehicle servicing is carried out by the pre-qualified service provider. Ensuring that all works are carried out correctly.
- Adhere to HPF rules and regulations governing good fleet management (report to any misuse, accident and/or damage involving HPF vehicles and that are known to the Driver; drive at HPF speed limit and drive with consideration for safety of passengers; correctly maintain the vehicle logbook with details of each journey; refuel the vehicle whenever it is necessary, or when the level gets below half tank; keep vehicle assigned to him / her clean and road worthy; parking the vehicle in secure and safe places at all times).
- Maintain and control the ledger book for the bulk fuel management.
- Send consolidated fuel reports to Operations Manager at the end of each month (States, HPF Office & Warehouse)
- Support with maintaining all logistics records, including an effective filing system for strong procurement documentation to enable tracking and auditing
- Support with the preparation of relevant suppliers payments in liaison with finance in a timely manner ensuring that all paperwork / documentation is complete and duly authorized before submitting for payment
- Coordinate delivery arrangements of purchased commodities such as office furniture and supplies to field offices along with distribution (if required).
- Coordinate with project staff to ensure effective and timely release/dispatch of goods to project sites
- Together with a key member of staff within the team, monitor stocks and asset inventories on regular basis and enter the standard inventory sheet format.
- Support the Assets Officer with management of Fund Manager Assets, including conducting periodic verification exercises.
- Any other relevant tasks as identified by the line manager.

4. Requirements

- Extensive and proven history in logistical operations
- Diploma /Bachelor's Degree in Logistics, Procurement or related subject, with minimum five of year's relevant professional experience at the required level
- Analytical skills
- Excellent computer skills
- Excellent inter-personal skills
- Excellent analytical, problem solving and organisational skill.

-  Ability to work independently and handle multiple projects
-  Must be a South Sudanese National

5. Duration

Annually renewable contract anticipated September 2019-June 2023(program period) pending availability of funding and good performance.

How to Apply

Interested candidates may submit their application attaching a current CV detailing their experience for the post including daytime telephone contacts and three referees, preferably previous line managers to recruitment@shimahr.com on or before Monday 19th August, 2019. Hardcopy applications can be delivered at Health Pooled Fund-Office, Tong pin down American residency road, near Turkish embassy.

Only shortlisted candidates will be contacted