

JOB VACANCY

Vacancy opening	Logistics Officer
Position open for:	South Sudanese Nationals only
Advertisement date:	18 th Nov, 2021
Duty Station:	Juba
Reports to	Finance Manager
Number needed	01
Duration of contract	Six months with possibility of extension
Start Date	ASAP
Closing date:	8 th Dec, 2021



JOB SUMMARRY

To provide HCI-South Sudan programme in Juba the logistics and procurement capacity to implement and manage projects by providing specialist technical oversight on aspects of Procurement, asset, and warehousing management in accordance to HCI guidelines.

MAIN RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

a) Programme Strategy and Planning

- Ensure mission purpose, strategic goals and programme objectives are communicated amongst logistics staff to create mutual understanding and ownership.
- Advise the program Director, Logistics Manager of significant logistics issues affecting project implementation.

b) Organization Policies, Management Systems and Procedures

- Contribute towards the promotion and adherence to HCI's Purpose, Objectives, Core Values and Operating Principles.

- Ensure internal management systems and policies are established, complied with and maintained within the base operations.

c) Logistics / Technical Support

Organize and establish sound systems for effective and efficient oversight and management of HCI-South Sudan programme procurement and logistics, in line with the relevant HCI and donor procedures, budgets, time frames and compliance requirements as directed and delegated by the technical support from the Head of Operations and logistics:

Procurement Administration

- Liaise with other team members to develop procurement plans in line with donor expectations and ensure that all needs of the programme are acquired in an efficient and timely manner
- Processing of all local payments in liaison with the finance department in a timely manner ensuring to verify that all paperwork / documentation is complete and duly authorized before submitting for payment
- Identify potential local sources of goods and services and recommending them for supply
- Maintain all logistics records, including an effective filing system for storing procurement documentation to enable tracking and auditing.
- Ensure all staff in logistics department understand and follow HCI Standard procedures.
- Coordinate shipping/trucking/freighting and delivery arrangements of purchased commodities and equipment's from Juba to the programme sites.
- Liaise with service-appointed inspection and superintendent firms to ensure quality control, specification conformity, volume assessment, monitoring and verification of deliveries.
- Assist in processing Quotation Requests (QR) using existing price database

Warehousing, Commodity & Stock Management

- Identify warehousing requirements and arrange physical facilities for storage at project sites in consultation with Logistics Manager.
- Establish and maintain a stock inventory management system, including stock control and detailed receipt/dispatch records; provide reconciled stock reports.
- Ensure documentation and reporting of losses / damages. Oversee reconstitution of damaged or short weight commodities and arrange destruction of infested and damaged items.
- Together with a key member of staff within the team, carry out stocks and asset inventories on regular basis and enter into the standard inventory sheet format.
- Maintain and control the ledger book for the bulk fuel.



HUMANITY FOR ALL



HUMANITY CARE INITIATIVE

- Prepare waybills, release notes, asset movements whenever items are dispatched and good received notes when items are received.
- Maintain a list of stock in Juba. field sites and facilitate disposal of all unwanted assets and stocks where arising ensuring that all stocks are clearly marked
- Coordinate with project staff to ensure effective and timely release /despatch of goods to project sites.
- Assist the field management in defining local team composition, management structure and manual labour needs including rostering of shift and casual workers, to fulfil warehousing, security and distribution / transport duties.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED

- Associated Technical Qualification-Degree and /or Higher Diploma in Logistics or Procurement, Business Administration or related field exp.

Experience

Two years Proven Experience in either;

- a. Procurement & Logistics
- b. Warehousing Management
- c. Experience driving in locations outside Juba
- d. Logistics
- e. Project implementation



Skills/Abilities

- Supervisory skills
- Negotiation skills
- Problem solving skills
- Training skills
- Excellent written and verbal communication skills (including ability to communicate effectively in a particular language other than English for some Programmes)
- Ability to learn fast
- Computer literate
- Understanding and sensitivity to cross cultural issues
- Flexible and adaptable to ever changing environments
- Ability to remain calm under pressure

Commitment to the vision and goals of Humanity Care Initiative is essential.

Note: *Female candidates with the right expertise are preferred and highly encouraged to apply.*

How to apply :

**HUMANITY
FOR
ALL**



HUMANITY CARE INITIATIVE

Cover Letter along with an updated CVs with details of **three most recent referees**, copies of certificates and National ID to be submitted via recruit.hciss@gmail.com. The position **“LOGISTICS OFFICER”** must be clearly indicated in your *subject line of email*.

Humanity Care Initiative values your applications; however, only shortlisted candidates will be contacted.

