



Norwegian People's Aid

South Sudan



Vacancy Announcement for Roving Logistics Officer Based in Bor With Frequent Travels to Kapoeta North Field Office

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs two main programmes: Civil Society Development Programme and Humanitarian & Resilience Programme

The NPA Bor Office is currently supporting the implementation of Resilient Agriculture Livelihood Projects (RALP) in partnership with FAO and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese National Only) for the position of Roving Logistics Officer based in Bor with frequent travel to other field locations.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

The Roving Logistics Officer has the responsibility for the management of logistics functions at NPA Bor, & Kapoeta offices. S/he may be deployed to any other field office within NPA South Sudan, as it may be required.

The Roving Logistics Officer shall work closely with the Head of Sub Office and Team Leader in the field offices, where s/he may be deployed. S/he will coordinate with program teams in the field offices and the logistics team members in Juba, as necessary. The Head of Sub-Office in Bor, would be the direct supervisor of this position and the Logistics & Safety Manager in Juba will be the technical manager/supervisor. In addition, the Roving Logistics Officer is expected to work in close coordination with the country office in Juba regarding fleet and logistics reporting/management matters, ensuring that processes and requirements are aligned across all locations.

S/he will ensure that NPA assets and equipment in the field offices under his/her responsibility, are well managed. Logistics activities are carried out in an efficient and cost-effective manner.

The position is also responsible for supporting the team on safety & security aspects. Line managing drivers, guards and other logistics staff in field offices, as may be reporting to this position.

All responsibilities and reporting must be carried out in accordance with the strategic objectives of NPA as set out in the International Strategy, country strategy, Regulation for Delegation of Authorization and other relevant procedures and guidelines in the Quality Management System and IPD Programme Handbook, as well as approved local guidelines and regulations. The above shall be conducted in close collaboration and any deviation to the above has to be reported to the Head of Sub Office Bor & Logistics & Safety Manager.



Duties and Responsibilities:

1.1 Implement Logistics Plan

- Facilitate the implementation of projects by effective logistics planning & support.
- Implement NPA logistics policies & procedures and ensure the compliance of the same.

1.2 Facilitate the procurement activities at the field-office/s

- Process the purchase request from the departments in conformity with NPA policies. Coordinate with Juba logistics on procurements, as needed.
- Ascertain the procurement needs of the projects and coordinate with Juba logistics team.

1.3 Assets & Inventory

- Ensure all assets and inventory are recorded as per NPA requirements and reports are shared with Juba office as per deadlines.
- Arrange for repairs & maintenance of assets as per maintenance schedule.

1.4 Fleet Management

- Develop weekly fleet movement plans in coordination with the Team Leader & programs team.
- Office vehicles are well maintained. Logbooks and documents are available in vehicles & file.
- All vehicles have necessary tools, first aid, fire extinguisher and other necessary equipments.
- Fuel records are up to date and fuel stock is safe & secure.
- Repairs & maintenance of all vehicles, motor bikes and generator are carried out in a planned manner.
- Line management support to drivers and coordinate with Juba Fleet Officer on matters related to fleet management.

1.5 Reporting

- Provide regular and timely updates on progress and challenges to HoSO, the Logistics & Safety Manager and The Fleet officer in Juba
- Complete monthly logistics report/s & share with concerned logistics team members in Juba office.

1.6 External Relations

- Support, facilitate or undertake communication and liaison activities to actively consult and involve key stakeholders.
- Participate in coordination meetings related to logistics that are conducted at field level.
- Cultivate good relations with key humanitarian actors – local and international, including government authorities.

2.1 Human Resources

- Provide leadership, advice and support to NPA logistics staff in Bor, and Kapoeta under his/her line management and ensure that the team works within NPA's principles and core values
- Set performance targets and monitor performance
- Ensure positive staff management, including proactive staff capacity building and ensuring performance reviews are conducted

2.2 Field Level Operations

- Coordinate with the Juba office on logistics, fleet management, IT support, and office equipment-related matters to ensure smooth operations across all locations.



- Ensure that staff under his/her line management have a clear understanding of NPA's Code of Conduct, Anti-Corruption Policy, and Safeguarding Policy, and that any incidents of non-compliance are promptly reported and addressed.

2.3 Safety and Security

- Necessary safety equipment, fire extinguishers, first aid box, fence, security lights, barbed wires, perimeter fence are in good condition.
- Repairs & maintenance are carried out with support from TL & HoSO
- Base HF Radio remains in working condition and NPA vehicle movements are monitored.
- Security guards are carrying out their tasks properly and no unauthorized access takes place.
- Perimeter security lights are working and guards are carrying out their duties properly.
- Implement and follow NPA South Sudan security procedures, and ensure that timely reporting on security matters occurs to the appropriate channels.

2.4 Other duties

- Maintain office stock of consumables and project supplies. Share information with HoSO / TL & POs.
- Communicate with and maintain positive relationships with NPA partners, suppliers.

Maintain the cleanliness and organization of NPA office compound, store & warehouse

3. Any other duties assigned by the supervisor or management

Required qualifications & experience:

Education:

- Bachelor's degree in Procurement and Logistics strictly or any related field.

Experience:

Must have:

- At least 5 years' experience in relief / humanitarian and developmental work
- Relevant experience (at least 3 years) in a similar role.
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc
- Good communication (written and verbal) skills in English.

Other qualifications:

- Technical knowledge/skills related to vehicles and generators.
- HF/VHF Radio and VSAT user experience & skills.
- Strong interpersonal and excellent organizational skills.

Personal Competencies:

- Good communication-, networking- and interpersonal skills.
- Ability and readiness to work under pressure and deal with difficult and complex conditions.
- Ability and willingness to work and live under difficult circumstances.
- Analytical, systematic and structured.
- Understanding of humanitarian principles and values.



Additional Considerations:

- The Roving Logistics Officer is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organization in a loyal and responsible manner.
- Women are strongly encouraged to apply.

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA Bor and Juba Offices.

Applications submitted after 12:00 noon on Tuesday 22nd April 2025, will not be considered.

Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

