



INTERNATIONAL MEDICAL CORPS - SOUTH SUDAN
 Plot No 320 block 3K, Pope Francis Road, Thongpiny, Juba, South Sudan
www.InternationalMedicalCorps.org

JOB VACANCY ADVERTISEMENT

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.

Job Title:	Logistics Officer
Country Program:	South Sudan
Location of Position:	Renk
Report To	Field Site Manager
Position Opened for:	South Sudanese only (Internal/External)
Status	Relocatable
Desired Start Date:	ASAP
Advertised date	24/November/2023
Closing Date for Applications:	19/December/2023

Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.

Summary of Job Description:



The Logistics Officer is responsible for providing logistic support and overseeing the overall logistic processes in Renk, Upper Nile field Site to support the objectives of the organization. Log Officer will be responsible for the support and coordination of daily logistics procurement operations (Procurement, Fleet, warehousing, Asset & Inventory) to ensure smooth accomplishment of projects activities. Logistics Officer under the direct supervision of Renk site in-charge collaborates the management of routine departmental tasks, organization, timely accomplishments of assigned tasks.

Duties and Responsibilities

- Support all activities of the purchasing department in the site of operation.
- Prepare the procurement bids summary for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures. • Reviewing, comparing, and analyzing products and services to be purchased for submission to procurement team
- Managing inventories of logistics stock and maintaining accurate purchase and pricing records. • Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Facilitate the Logistics team in carrying our price surveys and coordinating market assessments when requested.
- Track payments and PRs and keep the online PTS updated for the exact status of purchase process.
- Update the Payment tracking sheet on daily basis and share with the team.
- Update of vendor catalog on regular basis and assist the logistics team in cleaning the vendor catalog by carrying out the vendor verification process.
- To archive all the logistics files/documentations for internal and external audits
- Upon the request of Procurement staff, follow-up and avail the validation/approval signatures from concerned IMC staff (as per approval threshold) Asset & inventory Management.
- Facilitate the Renk team on Assets related to collect and retain all paper records of received and handover of IMC assets and attractive items.
- To liaise with staff at all levels across IMC offices to ensure that equipment maintenance services are provided in a timely and professional manner.
- Facilitate the Assets management team in Managing and document the receipt, handling, storage, release, and reporting of IMC goods/ equipment.
- Facilitate in prioritizing the dispatch needs in conjunction with program teams.
- Conduct regular check to ensure preventive maintenance of all IMC assets and equipment Page 2 of 3
- To provide general administration support to the Asset Management Unit in regular record and reports retention Fleet Management
- Facilitate Renk team on Fleet related activities to collect and retain all paper records, plan & execution of fleet (mostly Boat) functionalities.



- Ensure proper recording of fuel intake to each vehicle, generator, boat or any other motor engines.
- Regular follow-up on logbooks to ensure accurate and right information.
- Facilitate fuel reconciliation and fuel need for the next period Warehouse Management
- Facilitate Renk team on IMC standard WH management in place. In addition, all GIK's managed with proper activities to collect and retain all paper records, plan & execution of Warehousing functionalities. Generate WH Stock reports.
- Any other professional tasks assigned by the Site in-charge in line with IMC humanitarian mandate and code of ethics. Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics, values, and standpoint regarding internal and external actors!

Prevention of Sexual Exploitation and Abuse

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

Compliance & Ethics: Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

Ethical conduct for IMC staffs: The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

Required Skills

- Good knowledge of NGO procurement procedures and purchasing suite.
- Proficient in using spreadsheet software and databases.
- Ability to Work within teams under tight deadlines.
- The successful Logistics officer should demonstrate good learning attitude, organizational and communication skills.
- He/ She would be detail-oriented team players with the ability to multi-task and meet deadlines.



- As Logistics Officer typically work with computers and purchase tools/templates, strong technical skills are helpful.

Required Qualification

- Must be South Sudanese by nationality.
- Should hold a Diploma and/or University Degree in a relevant business field, procurement, and management.
- Relevant 3-5 years of experience in humanitarian Logistics operation; Strong organizational skills and discipline to follow outlined procedures; ability to interact effectively with International and National personnel.
- Excellent oral and written English skills as well as Juba Arabic.
- A demonstrated ability to multi-task and process information into action as to not delay program activities.
- Good computer skills; Excellent communication skills and problem-solving ability; Team player; Result focused and cost-conscious and Ability to work independently as well as cooperatively with team members.

HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to SS-Recruiting@internationalmedicalcorps.org. Hand delivered applications should be submitted to Plot No 320 Block 3K, 2nd Class Residential areas, Pope Francis Road, Thongpiny Juba, Central Equatorial South Sudan)

Note: Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

Closing date for receiving application:
19/December/2023

We appreciate your applications; however, Only Shortlisted Candidates will be contacted for interviews.

Website for reporting misconduct: www.InternationalMedicalCorps.ethicspoint.com. **Please do not submit your CV or application to this website, it will not be considered for review.**

