

## VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aim and mission is to save lives by eliminating Hunger, and Under-Nutrition, particularly during and after emergencies like disasters. Action Against Hunger focuses on nutrition, health, and healthcare practices; Food security and livelihoods (FSL); Water, Sanitation and Hygiene (WASH) and Advocacy.

Action Against Hunger USA is currently looking for a qualified South Sudanese Nationals to fill in the position of Logistics Officer Emergency 01 position

Position open date: **January 12, 2024**

Expected Start date: **January 31, 2024**

Contract Duration: **12 Months with the possibility of extension upon Funding.**

Location: **Roving**

Directly Reports to **Logistics Manager-Emergency Operations**

Technical Supervisor: **Head of Logistics Department**



Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti, and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in various country offices, a quarter in New York City, and an Operational Centre in Nairobi. Additional growth is anticipated.

### **I. Summary of Position**

Carries out a variety of functions required to ensure the logistical needs of the program are met and that all logistical activities are delivered efficiently, accurately and on time. All activities are carried out in line with ACF-USA policies and procedures and according to any applicable donor, HQ or field guidelines.

The Emergency Log Officer's role is designed with the following purpose, engagement and delivery:  
Purpose:

- ❖ Ensures consistency/integrity of all transactions/processes with rules/procedures in a service area.
- ❖ Safeguards rules/process integrity through oversight/review of transactions/processes on an ongoing basis

Engagement:

- ❖ Communicate with teams and address issues affecting Logistics transaction/process execution and service delivery
- ❖ Advises management on issues affecting Logistics related transaction/process execution and integrity

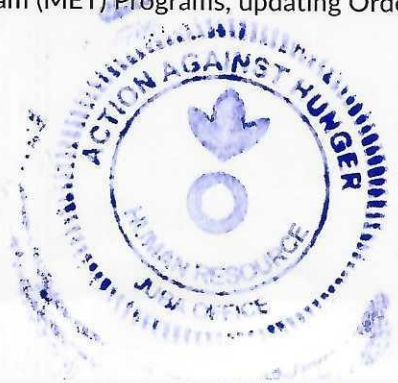
Delivery:

- ❖ The Emergency Log Officer is to Ensure the Compilation & and transmission of Base Logistics Reports (Stock Reports, Boat Rental cost follow-up, Equipment list, Incident Report, Order follow-up to the bases/programs, sitreps, and Oral reporting) to the MET Logician

Essential job functions

#### **1. Supply Chain Management**

- ❖ To collect, compile process and validate on base level all Internal Order Forms for ACF's Multi-Sectoral Emergency Team (MET) Programs, updating Order follow-up and follow up on orders/requests.



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- ❖ Maintains lists of local suppliers of products and services, ensuring update of the catalogue (price list) regularly.
- ❖ Ensure stock management systems are update (storage conditions, stock cards, reports, expiry dates...
- ❖ To work closely with the MET Logistician to prepare chartered flights and bookings of both Cargos and passengers for all Emergency deployments
- ❖ Monitor the goods deliveries to the departments/bases/programmes by various modes of transport
- ❖ To work closely with Programs teams in Emergency deployments and MET Logistician on the quantification of logistics needs for the base, preparation of orders, and ensuring that timely procurements (from the capital or base level) and deliveries are done;
- ❖ Ensure compliance with KitLog (procurement policy) at base level;
- ❖ Ensure all supporting documents are correct, valid and updated and are uploaded timely on LINK.
- ❖ Assisting with distribution of different kits (hygiene, nutrition, fishing, seeds etc.)

## 2. Equipment and Asset Management

- ❖ To evaluate the Equipment needed for the base.
- ❖ To supervise the allocation and the use of the Equipment. Ensures that individuals fill allocation forms for equipment is under their custody.
- ❖ To update the Equipment List accordingly
- ❖ Monitor Thuraya communications and utilizations and send monthly usage reports.
- ❖ To ensure all equipment at the base is well maintained and kept clean and dust-free.
- ❖ To report any defect on any equipment to the capital in real-time.



## 3. Fleet Management in Cooperation with MET Team

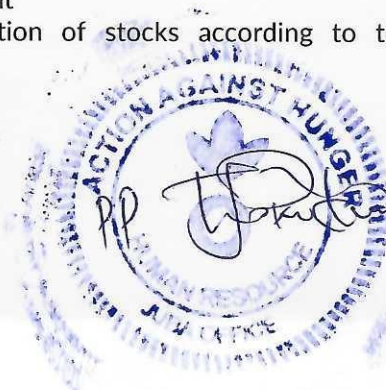
- ❖ Support and organize weekly vehicles/boat movement planning and staff movements.
- ❖ Plans and organizes transport for goods to destinations: packing, weighing, labeling, preparation of packing list, organizing loading/offloading, preparing transport documents (waybill), notifying destination, and confirming arrival;
- ❖ Liaise closely with the service providers (such as boat rental, daily hires, etc.) and ensure timely provision of those services.
- ❖ To ensure that the driver and onboard passengers for each trip/report sign off the vehicle/boat log sheets shared at the end month.
- ❖ To ensure all vehicle/boat fuel re-filling is accompanied by all the related documents (voucher, fuel logbook, fuel tracking sheet, etc. / and reports shared at the end month.

## 4. Rehabilitation and maintenance in Cooperation with the MET Team

- ❖ To monitor the construction, rehabilitation, and maintenance of all the structures related to the functioning of the MET program (office, team-house, warehouse, OTP sites, etc.)
- ❖ Ensure proper and timely rehabilitation/maintenance of ACF compound where MET deployments are.

## 5. Warehousing

- ❖ Take complete responsibility for the receipt, storage, accounting, and reporting of all items received and stored in the warehouse(s).
- ❖ Prepare and supervise loading, and offloading and ensure all documents are duly filled and signed
- ❖ Oversee effective warehousing and inventory management operations in deployment locations and support the field teams in effective stock management
- ❖ Ensure inventory is accurately and transparently tracked from the point of receiving, storage, dispatch, and confirmation of delivery of goods to their intended destinations
- ❖ Plan warehouse floor layout for efficient stock movement
- ❖ Ensure the appropriate storage and physical condition of stocks according to their specific requirements;





- ❖
- 6. Supervision of the logistics team of the Base
- ❖ Support MET Logistician in supervising the base support staff, conducting evaluations, trainings, disciplinary actions and capacity building of the logistics team (drivers, guards, cooks etc.)

### 7. Reporting

- ❖ Compilation & and transmission of Base Logistics Reports (Stock Reports, Boat/Vehicle Rental cost follow-up, Equipment list, Fleet Reports{Vehicle and boat}, Incident Reports if any, Order follow-up to the bases/programs, and Oral reporting) to the Emergency Logistician Manager or Head of Logistics.

### 8 ACF'S Team-house/Office/Store

- ❖ Ensures that ACF's properties are kept in good condition, supervises the power, water and cleaning supplies, and carries out checks regularly
- ❖ Supports management of the compound's power/electricity system
- ❖ Ensure timely garbage disposal.
- ❖ Follows up on the condition of the stocks of consumable goods and prepares for replenishments when the minimum stock is reached;

### 9 Security

- ❖ Monitors, regulates, and controls the protection of ACF'S property and supervises all security personnel employed for that purpose under the supervision of the Emergency Logistician Manager
- ❖ Carries out day and/or night checks on house/office watchmen, checks the security logbooks and stays informed about security problems
- ❖ Prepares watchman schedules and replacements for leaves
- ❖ Informs the watchman about ACF's security policy and changes in tasks and duties
- ❖ Supporting the bases in security management when required

### 10 Fiscal Responsibility

- ❖ Consolidates monthly logistics cash forecast and the invoice payment schedule; adheres to policies and procedures; drafts work plan for base improvements; provides inputs to budget proposals and procurement plans.

## II. Supervisory Responsibilities

He/she will be required to supervise drivers, guards, and interns whenever the need arises.

## III. Gender Equality Commitments

- ❖ Fostering an environment that supports the values of women and men's equal access to information.
- ❖ Provides an environment where women and men must be promoted based on the performance objectives.
- ❖ Respect for beneficiaries, women, men, and children (boys & and girls) regardless of gender, sex, disability, religion, etc.
- ❖ Value and respect for all cultures.
- ❖ Promote and uphold the PSEA policy and procedures.

## IV. CONTACTS/KEY RELATIONSHIPS (internal & external):

- ❖ Liaise and maintain good relationship with the Program, Finance and HR Department
- ❖ Interact with suppliers, at some level local institutions and casual service providers



#### V. Physical Demands

- ❖ While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- ❖ The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### VI. Working Conditions, Travel, and Environment

The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.

Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

- To apply, please! Send your **Cover letter, CV, & ID card as one Document, a copy of the Highest academic Document** with three professional references to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **Logistics Officer Emergency**: as the title of your email before **5:00pm January 31, 2024**, or Hand delivered to Action Hunger Office, Hai Cinema Near St James Bari Parish Church ( **we strongly recommend online Application**). We do appreciate your interest in working with us; However, Only shortlisted Candidates will be invited for an interview.
- **We will only receive, accept, and consider all applications submitted through the referred channels above, any applications submitted other than channels stated here will not be accepted & considered.**

- **"This Position is Open to South Sudanese Nationals Only"**
- **"Qualified Female Candidates are encouraged to apply"**

