



## JOB DESCRIPTION

<b>Position Title:</b> Logistic Assistant	<b>Location:</b> Juba Office with frequent movement to the field office.
<b>Minimum qualification</b>	Degree holder in Logistics/Procurement
<b>Job location</b>	<b>Juba Office</b>
<b>Direct Supervisor</b>	<b>Logistic Officer</b>
<b>Experience</b>	3-5 years' professional experience in a similar procurement role in an International organization.
<b>Posting date</b>	10/09/2021
<b>Deadline</b>	30/09/2021

### **Purpose of the Position:**

This position is to support to the Operations team for all procurement activities of ADRA South Sudan including.

### **Main Responsibilities:**

#### **Compliance – CI Procurement and all donor policies and procedure.**

- Familiarize with ADRA Procurement policy and procedure and all donor procurement policy and procedure and compliance.
- Perform bridge check prior to procurement order for all suppliers.

#### **Procurement process**

- Coordinate with Project Managers, Program Manager, and Operations Manager to procure items for the projects.
- Perform all procurement process for goods and service
- Manage all supplier contracts to ensure all standard clauses are included.
- Ensure all procurement completed and paid within the agreed timeline and before project closure.
- Manage procurement tracker for goods and services
- Maintain procurement request and procurement order control log register.
- Coordinate all procurement bidding process

### **Vendor**

- Assists and work with the operations Manager in the process of prequalification and update supplier database.
- Maintain vendor relationships



## **Job description of Logistics Assistant.**

### Duties and Responsibilities.

1. Issue the supplies to the requester on authorized requests and make sure those supplies reached the final destination correctly.
2. Support the Operations Manager for processing documents from the Government Ministries not limited to tax exemptions, travel authorization from the Ministry of humanitarian affairs, airport authorities especial when sending bulk cash to the field locations.
3. Working as the warehouse supervisor make ensure that supplies do not run out of stock, damage, expired, over stock.
4. Make sure that issued supplies recorded properly the stock card the system on daily basis.
5. Keep update and accurate vehicles history files, accident, insurance and compensation for each vehicle within the Organisation.
6. Prepare report good issuance (Materials) making sure that goods are recorded properly completed a timely manner.
7. Performs inventory stock count supplies monthly, semi-annual, annual basis maintain for all the project materials.
8. Responsible for processing of ADRA Log books, renewal of Log books, fuel records analysis and making reports on fuel usage, on a Kilometre for each vehicle on a basis monthly
9. Arrange for servicing and repair as required for all the vehicles regularly
10. Responsible for making drivers rosters, guards, and labourers
11. Assist in vehicle allocation management (staff movement plans, airport pickups and drops)
12. Perform any other duties assigned by the supervisor

### How to apply:

Kindly send us your cover letter and an updated CV (no longer than four pages) in English. Take note that only shortlisted candidates will be contacted. Send your applications to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org) by 30<sup>th</sup> September, 2021.

Hard copies applications and copies of certificates can be submitted to ADRA office at SDA Church Compound Munuki. Not later than 30<sup>th</sup> September, 2021

**NOTE! Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.**