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EMPLOYMENT OPPORTUNITY: JOB VACANCY

16/11/2023

Job Title: Logistics Officer

Organisation: Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance

Job Location: Wau Field Office, South Sudan

Posting date: 16th November, 2023 Closing date: 5th December 2023



Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation, and emergency relief, implementing and supporting mostly health projects worldwide.

Our Do No Harm Commitment: Johanniter International Assistance (Johanniter) takes a zero-tolerance approach to sexual exploitation, abuse and harassment. This applies to our own organisation and extends to those we work with. Working together with others, we continue to strengthen our approach to safeguarding – by enhancing accountability, improving support for people affected by sexual exploitation, abuse and harassment, and driving cultural change through strong leadership. Our recruitment background check includes Safeguarding aspects.

We have a zero tolerance policy when people cause harm to others. Staff who misbehave or are complicit are held accountable for harmful actions. It is the employee's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns are appropriately protected and respected.

Job Responsibilities and Accountabilities

Overall job purpose

The Position aims to manage and provide logistical support to the programme in Western Bar El Ghazal while ensuring compliance with donor and organisational policies and procedures for effective programme delivery. S/he will be responsible for asset management, Fleet Management, warehouse and inventory management.

Reporting lines

Reporting to: Field Manager (first-level supervisor)

Operations Support Coordinator (Functional level Supervisor)

Supervising: Mechanic

Gives technical advice to: The position holder, is in regular contact with and provides technical support to all Johanniter staff in Wau.

Receives technical advice: Operations and Support Coordinator



Tasks

Strategy and Vision

- Actively supports the values of Johanniter and shapes work accordingly
- Contributes to the development and implementation of the global strategy of Johanniter International Assistance

Warehouse/Inventory Management

- Perform logistics functions following Johanniter and donor guidelines while ensuring strict adherence by programme and support staff.
- Engage with programme staff to provide timely delivery of logistics support to programmes.
- Contribute to submitting relevant monthly logistics reports following Johanniter policies and procedures.
- Maintain accurate filing systems, both manually and electronically, documenting the allocation of assets and ensuring that they are tracked, labelled, operated in the most cost-efficient manner, and maintained appropriately
- Maintain proper record-keeping, storage and issuing of inventory, physical inventory checks, storage conditions, security provision, and facility maintenance.
- Implement appropriate warehouse processes, procedures and solutions, ensuring a solid internal control system is in place for accurate, up-to-date warehouse records
- Conduct periodic warehouse physical inspections to ensure the accuracy of inventory counts, identify impairments, and take corrective actions in the case of discrepancies and stock deterioration. Establish a system to dispose of impaired supplies.

Fleet Management

- Ensure appropriate allocation and safe use of vehicles and ensure servicing and maintenance schedules for generators/vehicles/motorcycles are adhered to and properly documented.
- Ensure routine preventive maintenance vehicle, motorcycle and generator checks and that vehicles/motorcycles have relevant insurance, updated log books, and sufficient safety equipment
- Compile relevant monthly reports accurately and on time.
- Review and ensure completeness and accuracy of fleet-related documents (e.g. log-books, fuel requests, vehicle cost analysis) in collaboration with drivers and other user departments
- Contribute to ensuring that the most cost-effective and reliable means of transport is used for the movement of relief items and staff and that Customs clearance is efficiently carried out when necessary
- Maintain accurate filing systems, both manually and electronically, with documented and supported records of fleet and base activities following Johanniter policies and procedures
- Supervise operations of the service bay, ensuring that it is adequately equipped, tools and spare inventories are regularly checked, and that repairs/maintenance works are appropriately documented
- Manage fuel depots and ensure a transparent, properly documented system is in place to track usage, delivery, requisition, and reorder levels



Others:

- Perform any other duties and tasks as may be assigned by the supervisor.
- Refrain from fraud and corruption in any form, avoiding conflicts of interest, decisions made for personal gain, favouritism and any other behaviour which would bring the name of Johanniter into disrepute.

Personnel Specification

Professional Qualification and Experience:

- A relevant Bachelor's Degree diploma, preferably in Logistics/Supply Chain Management, Business Management or a related field from a recognised University.
- Relevant 2 years of experience in a similar position with INGOs in South Sudan.
- Solid knowledge of warehouse and fleet management procedures.
- Good knowledge and understanding of procurement and logistics procedures.
- Experience working in a busy logistics department within an INGO.

Skills:

- Strong analytical thinking and troubleshooting skills.
- Good written and spoken communication skills.
- Has a flexible and adaptable approach to work.
- Has the ability to take initiative.
- Excellent interpersonal skills and maintain a high degree of professionalism.
- Good organisational skills and ability to meet deadlines whilst being under pressure.
- Must be a formidable team player, highly motivated and able to work under pressure during peak periods.



Please note: This Job Description is dynamic and can be adjusted. The employee is obliged, apart from the above-cited tasks, to fulfil - on demand by his/her supervisor – other functions that belong by their character to his/her post or are necessary due to operational needs.

The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.

How to apply;

Please send updated CV, motivation letter and certificates to hr.southsudan@thejohanniter.org

Hand deliver your updated CV, motivation letter and certificates to Johanniter Wau Field Office, Located in Plot# 166 & 167, Block 21, Hai Daraja Second Class Residential Area not later than **5th December 2023 South Sudan Standard time.**

Please indicate the Title of the position you are applying for envelope or the subject line on the email and only shorted listed candidate will be contacted for the interview.

DO NOT SUBMIT ORIGINAL DOCUMENTS:

All the photocopies will remain the property of Johanniter International Assistance.

Equal chance for every qualified person

