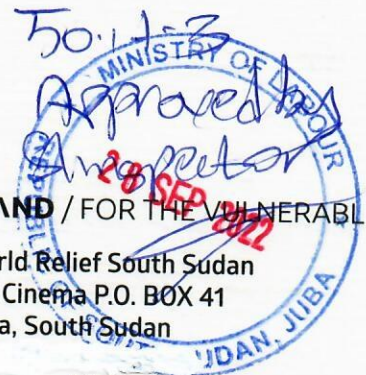




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SOUTH SUDAN



STAND / FOR THE VULNERABLE™

World Relief South Sudan
Hai Cinema P.O. BOX 41
Juba, South Sudan

www.worldrelief.org

Vacancy Announcement

Position Title: Field Logistics Officer
Department: Operations
Supervisor: Area Coordinator
Work Location: Ibba and Maridi.
Grade: 5

World Relief South Sudan is the South Sudanese branch of World Relief, an international non-governmental organization dedicated to partnering with the local Church, to see the most vulnerable people transformed economically, socially, and spiritually. Since 1998 World Relief has been working with the local Church to address humanitarian and development needs related to Health, Nutrition, Food Security & Livelihoods (FSL), Education, WASH (Water, Sanitation & Hygiene), Protection, Disaster Risk Reduction (DRR), and Church Empowerment.

POSITION SUMMARY

The Field Logistics Officer will be positioned at WR field office in Ibba and Maridi. The position holder will be responsible for field procurements, transportation, warehouse, base management, and reporting in conformity with WR and Donor guidelines/policies. He/ She will be in charge of planning, monitoring and managing the safe custody (storage) and transportation of all commodities entrusted to the care of WR by its Donor's.

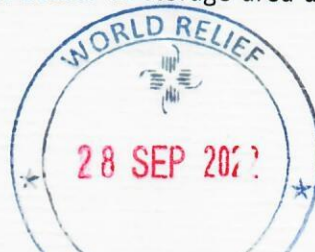
KEY RESPONSIBILITIES

Procurement

- Support on the development and review of procurement plans for all projects in Ibba field office
- Provide support to local procurements and ensure all procurements are done within organization's guidelines/ procedures.
- Work with the Country office logistics department to ensure project supplies are procured and delivered to the project locations/ sites on time.

Storage Area Management

- Maintains adequate storage conditions for consumer goods and medical supplies warehoused at WR's chain store
- Takes appropriate measures to restrict access to storage area and ensure safety of goods and products



Stock Management

- Responsible for issuing goods as per authorized (system-generated) documentation and ensure adequate controls on inflow and outflow of projects supplies from store to other project sites.
- Arranges goods in storage areas to ensure easy identification of goods, batches numbers and expiry dates
- Rotates stock according to First-Expiry First-Out policy to limit losses
- Responsible for monitoring and maintaining adequate storage conditions for medical supplies and foodstuff
- Initiates requests to replenish stock utilizing established guidelines and procedures
- Receives deliveries and verify quantity and quality of all incoming goods
- Conducts monthly stock count in parallel with independent counter

Facility /Base Management

- Assist in the planning and execution of repairs and maintenance works required at the bases in Ibba and Maridi
- Monitor the proper functioning of the office / staff accommodation equipment's for the field offices.
- Monitor supply (Food, Water, Charcoal/gas, stationaries etc.) and initiate order of new supply in coordination with the area coordinator.
- Ensure the roster for security guards is adhered to with all staffing requirements.

Fleet Management

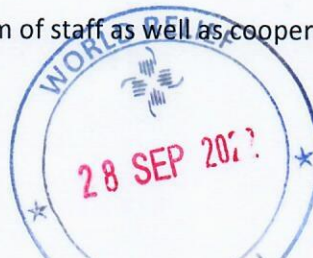
- Review and supervise vehicle/ motorcycle movements by ensuring all travels are permitted
- Manages all transport including staff travel and bookings in coordination with the country office
- Work with the fleet mechanic to ensure vehicles and motorcycles and related equipment's are well maintained and serviceable.
- Monitor and reconcile monthly fuel utilization in Ibba and Maridi field office.

Assets and Inventories

- Oversee the maintenance of up-to-date asset register and ensure all assets are labeled and current locations of all assets are known and reported.
- Ensure stock inventory are correct and produced on time and shared with the area coordinator on monthly basis for planning and control
- Ensure that all the communication equipment's are operational in line with the communication guidelines.

REQUIREMENTS

- The ideal candidate must hold a Bachelor Degree or Diploma in Logistics and Supply Chain Management, Procurement, Business administration. Extensive work experience may substitute academic qualification
- Broad working knowledge and experience in warehousing, transport, food commodity management, procurements and contract management.
- Prior experience preferable with an NGO or UN agency, in food commodities handling, tracking and accounting.
- This position requires a person who is a self-starter, who can accomplish tasks with minimal or no supervision.
- He/she should be able to manage a team of staff as well as cooperate with other units.



- He/she must be keen on details and a well-organized individual.

WORK ENVIRONMENT

The duty station for this position is Field offices (FO) Life and work in the field location may be difficult, with minimal living accommodation, extreme temperatures, and physical demands for walk or travel long distance over difficult terrain to be able to complete work duties.

APPLICATION PROCEDURES

Potential candidates desiring consideration for this position should submit the following:

- Application letter expressing your motivation for the position;
- Current CV, copies of diplomas and certificates, including nationality (no original documents);
- List of three former supervisors who can serve as job references, as well as a church reference, with valid email addresses and contact numbers.

Interested potential candidates should submit the above items in the application in any one of the following ways:

Submission to the World Relief Juba Office in Hai Cinema Tender Box) or Online submission by email to WRSSRecruitment@wr.org including the job title in the subject line or email.

Applications must be received by **19th October, 2022 at 5:00PM**. Applications will be reviewed as they are being received and only shortlisted candidates will be contacted.

