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Approved by  
S. Inspector

Munuki SDA  
Compound  
P.O Box 247  
Juba, South Sudan

## JOB ADVERT

<b>Title</b>	Logistic Officer
<b>Qualification</b>	Degree holder in Logistics/Procurement
<b>Job location</b>	Juba Office
<b>Direct Supervisor</b>	Operations Manager
<b>Experience</b>	3-5 years professional experience in a similar procurement role in an international organization.
<b>Supervisor</b>	Operations Manager

**Closing date: 10<sup>th</sup> June, 2022 at 5:00pm South Sudan time**

**Introduction:** The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is “**To serve humanity so all may live as God intended**”. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

**ADRA’s Motto:** *Justice. Compassion. Love*

**ADRA’s Values:** *Courageous. Compassionate. Connected*

### **Main purpose of job:**

This position is responsible for all procurement activities of ADRA South Sudan including supervision of field office procurement.

### **Duties & 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.
- Manage semi-annual Anti-Terrorism reporting and request for new user access.

### **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.
- Prepare quarterly procurement analysis submit to Operation Manager for review
- Coordinate all procurement bidding process



### **Vendor**

- Assists and work with the operations Manager in identifying annually new authorize supplier (ASL) for approval, and update supplier database.
- On directives from the Operations Manager, perform market research to identify potential suppliers, new products or services and ensure ADRA receives value for money.
- Maintain vendor relationships

### **Duties and Responsibilities.**

1. Issue the supplies to the requester on authorized requests and make sure those supplies reached the final destination correctly.
2. Responsible 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 Organization.
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 Kilometer 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 laborer's
11. Assist in vehicle allocation management (staff movement plans, airport pickups and drops)
12. Perform any other duties assigned by the supervisor

### **Performance Indicators:**

1. Delivering time
2. Assists completed in procurements reports completion within weeks of the processes
3. Assist in Ensuring all purchases done, files are updated with all relevant information as per the procurement policy
4. Assist in Supporting the Operations Manager in ensuring All procurement records within current legal periods as concluded by the contract.
5. Assist in Ensuring records of all procurements and logistics are provided to the Operations Manager Monthly.
6. Assists completed in inventory accuracy

### **Other Valued Criteria:**



- Willingness and flexibility to work as part of a team.
- Social and cultural understanding.
- Computer literacy with very good working knowledge of word processing, spreadsheet, PowerPoint and email software programs.
- Honesty, integrity, interpersonal skills and ability to work under tight schedules with minimum supervision.
- Willingness to work extra hours in order to meet tight deadlines.

### **Instructions for applications:**

All Hard copy application should be Addressed to Human Resource Department at ADRA South Sudan Head office inside Seventh Adventist Church Compound in Munuki. You may also email your application to [jobs@adrasouthsudan.org](mailto:jobs@adrasouthsudan.org).

Qualified female South Sudanese nationals are highly encouraged to apply.

### **Note:**

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. 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.

***Safeguarding: ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.***