

## Job Advertisement

### Logistics Officer, Pibor Administrative Area.

**Job Purpose:** The Logistics Officer will support a wide range of functions to ensure all logistical needs for health, nutrition and WASH project activities in Jonglei and all base and facility needs are met in an efficient, accurate and timely manner.

#### Key Responsibilities

#### Procurement

- Oversee and ensure quality control on procurement generated at the field level (local procurement) and serve as a focal point with Juba procurement team for national procurement.
- Work together with sector managers in the implementation and monitoring of the project cycle procurement plans, reviewed on a quarterly basis.
- Review and prepare Log Packs created in Jonglei, including Request for Quotations, Comparative Bid Analysis, Purchase Orders and Contracts/Agreements.
- Maintain a sound archiving system for original documentation at the field level, and liaise with finance for processing payments.
- Support the Project Support Manager (PSM) in establishing and maintaining sufficient storage capacity to adequately support Medair's project activities in Jonglei.

#### Transport and Fleet Management

- Oversee the smooth operation of day-to-day transport functions in Medair's Jonglei base, including Medair's fleet and external land, water and air transport services.
- Oversee the management of vehicles and ensure fuel and mileage consumption data is monitored and captured at all times.
- Organize and track all cargo movements between Medair's Juba base and Jonglei base, ensuring that an effective system is put in place for the transfer of material and goods; and support the team in the implementation of transport plans when required.

#### Asset and Equipment Management

- Ensure that Medair's Jonglei assets are accounted for and recorded on Intranet and Portfolio as per Medair asset management procedures and policies, taking into consideration donor requirements.
- Track and update SIM cards in liaison with Juba Logistics for consistent availability of satellite communication equipment
- Organize equipment servicing and maintenance and ensure good record keeping is maintained (vehicles, motorbikes, boats, generators, ACs, etc.). Base Setup and Base Support

#### Person Specifications

##### Essential

- Professional / vocational / technical qualification in logistics, warehousing, transport and/or supply chain.
- Valid South Sudanese Driving License.
- At least two years post-qualification professional experience in logistics.
- Good English (spoken and written) and good Arabic (spoken).
- Computer literate and good working knowledge of Microsoft Word, Excel and Outlook.

##### Desirable

- University degree in Logistics and Supply Chain. Certificate in Medical Logistics
- Previous experience with warehouse management software is an asset
- Previous experience of living and working in a multicultural team.
- Knowledge of humanitarian context.

**Applications deadline: 25<sup>th</sup> February 2021**



Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping or : Medair office in Pibor inside Plan International Compound, e-mail: [recruitment-sds@medair.org](mailto:recruitment-sds@medair.org). **Due to the Urgency of this role we will be shortlisting applicants on daily basis and might offer the role before the closing deadline.**