



JOB ADVERTISEMENT

Logistics supply Assistant

Duty station: Juba

Number of positions: **One (1)**

Issued Date: **08th December 2021**

Category: **national Staff Posting**

Closing: **31st December 2021, 5:00 PM**

Level: B-3-1, Gross Monthly 915 USD

Contract duration: 6 months Contract with the possibility of extension

Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 35 years in actions have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

MISSION

Goal/purpose:

The logistic supply assistant supports the deputy logistic coordinator in implementing and supervising all purchase and store keeping activities.

In particular, he/she provides support in carrying out urgent activities and filing and archiving logistical documents concerning purchases and store keeping.

JOB

List of main activities:

Knowledge and monitoring of the market:

- Ensure regular market analysis of the local purchasing environment
- Implement and update price lists and supplier files

Implementation of purchasing process:

- Receive and process requests for quotes and IOFs after verification and approval by his/her line manager





- Implement purchases while respecting the rules and approval procedures established by donors and Solidarités International
- Ensure that products purchased correspond to the requirements of the purchase officer's requirements in terms of quantity and quality
- Ensure that the format and information on quotes and invoices comply with regulations
- Ensure compliance with administrative procedures for the management of advances and payment of suppliers
- Establish and archive purchasing files in accordance with the rules of Solidarités International and its donors
- Monitor and update IOFs electronically

Management of supplies

- Compose and archive purchase folders
- Implement purchases monitoring adherence to validation regulations and procedures
- Negotiate prices, deadlines and methods of delivery
- Ensure to keep good relationships with suppliers

Management of warehouse

- Supervise the maintenance and securing of warehouses
- Ensure the deliveries with the relevant department (check of the quantities, quality, etc.)
- Ensure carrying out stock checks and physical inventories and reconcile it with the theoretical inventory
- Draw up warehouse layout plans according to the materials/goods to be stored and program allocation
- Establish staff and equipment forecasts required for loading/unloading
- Supervise the day-to-day personnel team involved in warehouse activity
- Write or fill in the shipping or delivery documents in compliance with Solidarités International's standards
- Monitor incoming and outgoing equipment
- Ensure that the stock forms are updated for each movement in respect of SI rules

Reporting/Capitalization:

- Ensure to update on a regular basis any relevant tools linked to purchases
- Prepare IOF Follow up on monthly basis and submit to line manager
- Ensure the monitoring of IOF requests and inform the line manager of the status of their orders
- Implement any relevant tool regarding purchases FU and monitoring
- Prepare monthly stocks inventory reports and forward them to the line manager

ORG CHART POSITION (reporting and functional relationships)

Line Manager: Deputy log Coordinator

Line Report (on base): -





Functional Manager: -
Functional Report: -

PROFILE FORSAKEN	<ul style="list-style-type: none">• Diploma or Degree in Administration, Finance, Accounting and/or Logistics• Good knowledge and experience of working with local communities, authorities and partner agencies.• Good communication skills and the ability to work well in a team.• Good level of English (both written and spoken), Arabic and local language in Western Bahr El Gazal mandatory.• Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.• Previous experience working in a NGO is an asset.• Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.
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Working hours: **From Monday to Friday 8:00-17:00**. As an executive job, some flexibility can be expected from the employee.

How to Apply:

Please submit your application (CV, cover letter, **photocopies** of diplomas, certificates of employment etc.) as **one (1)** attachment to: juba.adm.recruitment@solidarites-southsudan.org or hand deliver to SOLIDARITES INTERNATIONAL OFFICES in JUBA

Note!

1. **Subject of the email MUST clearly mark the position** you are applying for as it appears on the advertisement.
2. SOLIDARITES INTERNATIONAL keeps all applications. No file will be returned to the applicant
3. Deadline is: **31ST December 2021** however due to emergency nature of the position shortlist will be done on rolling basis, position can be filled before the deadline, any application sent after this date will not be considered.

"Women with the required skills are highly encouraged to apply".

