



JOB RE-ADVERTISEMENT

LOGISTICS SUPERVISOR

Duty station: **MELUT, UPPER NILE STATE**

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

Date Issued: **25/07/2023**

Date Closure: **11/08/2023**

Category: **B3-1 915 USD/Month**

Category: **Local Staff Posting**

Presentation of organisation:

SOLIDARITÉS INTERNATIONALE (SI) has been operating in South Sudan since 2006, conducting activities in emergency and post emergency context, particularly in rural and semi-urban areas, including IDP camp settings. Its expertise in running emergency WaSH intervention is highly acknowledged by all WaSH actors and donors. Furthermore, SI is implementing longer term WASH and FSL activities in multiple locations globally.

Objectives:

- The logistics Supervisor supports the logistician Responsible in implementing and supervising all logistical activities at his/her assigned base.
- In particular, he/she lends support to carrying out urgent activities and the filing and archiving logistical documents.
- He/she temporarily takes on the basic tasks of the logistics officer in their absence.

JOB

Management of supplies

- Update price lists and vendor databases in Link
- Raise all PLs in Link related to Logistics purchases within his/her base
- Control Solidarités International purchase procedures
- Verify and process quote requests and PLs raised by the program teams in Link
- Compose and archive purchase folders
- Implement purchases, monitoring adherence to validation regulations and procedures
- Negotiate prices, deadlines and methods of delivery
- Ensure that relationships with suppliers are monitored

Management of vehicle fleet

- Assist in the planning and execution of maintenance and repair work on mission vehicles



- Draw up the vehicle schedule
- Ensure that a complete breakdown kit is available on board all vehicles
- Check that vehicle log books are in place and are used correctly
- Assist in monitoring and consolidating fuel consumption and miles travelled for all vehicles
- Prevent misappropriation of petrol and spare parts
- Monitor the administrative documents for all vehicles
- Make fuel consumption report at the end of the month to the Logistics Responsible
- Ensure that his/her workspace and equipment are kept clean
- Create a precise inventory of parts and lubricants required for upkeep, maintenance and/or repair, and participate in preparing the quotes relevant to these parts.
- Identify suppliers and garages for the purchase of parts and consumables and for fulfilling external services/interventions.
- Deliver all used parts to his/her line manager to be destroyed
- Assume responsibility for safety in and around vehicles, and of materials, parts (used or new) and lubricants used during his/her work
- Organize the storage of parts and consumables Supervise and carry out maintenance, upkeep and repair of vehicles, generators and motor-pumps.
- In the case of external intervention, draw up a diagnosis, carry out any follow-up repairs, test the repaired material and recover any used parts
- Inform his/her line manager of the progress and results of any work carried out and of parts to be replaced, and highlight any anomalies or problems encountered

Management of equipment/telecommunications

- Assist in installing and securing materials
- Assist in monitoring and maintaining materials
- Organize training sessions in the use of means of communication

Management and monitoring of IT equipment

- Update antivirus software
- Provide teams with adequate means for data backup
- Ensure the maintenance and correct use of IT equipment

Management of supplies

- Supervise the maintenance and securing of warehouses
- Support the logistics Responsible in carrying out stock checks and physical inventories

Human resource management

- Assist in the recruitment process and in evaluating the members of the logistical team
- Establish team schedules in conjunction with the logistics officer
- Ensure or assist with logistical training



ORG CHART POSITION (reporting and functional relationships)

Line Manager: Logistics Responsible

Line Report (on base): - Logistics Supervisor

Functional Manager: -Log/Admin Manager

Functional Report: -

Preferred Skills:

- Degree in Administration, Logistics, Supply Chain Management or related field
- Diploma holders in a relevant field with over 5 years of experience in a similar position will be considered
- Previous experience managing procurement/purchases with institutional donor funds an asset
- Knowledge of Link will be an added advantage
- Ability to work in challenging field duty station.
- Good communication skills and the ability to work well in a team.
- Good level of English (both written and spoken) and Arabic.
- Must be flexible, hardworking, rigorous, solution-oriented and have ability to work under pressure.
- Computer skills and knowledge of Microsoft programs (especially Word and Excel) is mandatory.
- High levels of integrity and honesty,

Contract: Fixed-term contract of 4 months

Working hours: **From Monday to Friday 7:30 AM-4:30 PM.** As an executive job, some flexibility can be expected from the employee.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc.) mentioning the position you are applying for on the the envelope or Subject Line of the Email at :

SOLIDARITES INTERNATIONAL OFFICES in Juba Hai Cinema
Or Via email: juba.adm.recruitment@solidarites-southsudan.org

Please note that SOLIDARITES INTERNATIONAL keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: **11/08/2023** Any application sent after this date will not be considered.
Women with the required skills are highly encouraged to apply.

DUE TO THE URGENCY OF THE POSITIONS, INTERVIEWS WILL BE CONDUCTED ON A ROLLING BASIS!

