



## Finance/Logistic Assistant

The **Luol Deng Foundation (LDF)** is national NGO registered in the Republic of South Sudan. Our purpose is *empowering youth to realize their limitless potential through sport and development*. LDF creates pathways to opportunities through sport, education, wellness and equality.

Through **sport**, we build character and instill a sense of belonging. Through **education**, we empower young people to go further. Through **wellness**, we secure people's most urgent needs. Through **equality**, we ensure these opportunities are for everyone.

We empower the youth of our nation to be the leaders we need today. We develop opportunities that build a strong foundation for our people at home and inspire our people abroad to return. We build stronger communities through an emphasis on unity and a focus on health and wellbeing. We believe youth are the key to transforming our country and our world because **that's what young people do**.

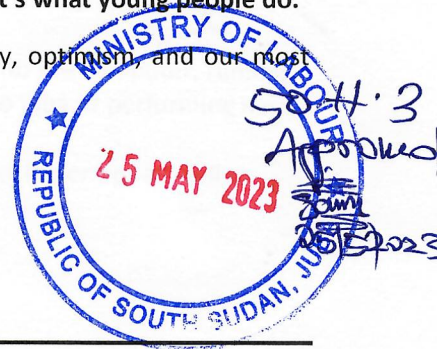
We exist to accelerate the building of a new South Sudan through unity, optimism, and our most valuable resource: **our youth**.

LDF is seeking a qualified South Sudanese National.

**Job Title:** Finance/Logistic Assistant.

**Duration:** 6 Months with possible extension.

**Location:** Wau field Office (Field base).



### Logistic/Finance Assistant

#### WHAT YOU WILL DO:

- Responsible for monitoring material transported and delivered for timeliness and legality.
- Assist in loading/unloading, sorting, and stocking, and packaging merchandise and orders.
- Responsible for the review, verification, and reconciliation of shipping documents.
- Provide support in completing paperwork and documentation.
- Carry out clerical work, including typing, proofreading, and editing documents, correspondence, and reports for the logistics department or assigned.
- Support with developing and preparing complex databases, reports, and/or presentation material for the logistics unit.
- Responsible for preparing receiving cargo coming from juba through UHHAS and cross check whether the right goods are delivered.
- Responsible for entering data into spreadsheets from multiple sources, as well as verifying input and calculations.
- Provide support in the maintenance of electronic filing system for administrative documentation that guarantees swift retrieval of requested documents.
- Check and scrutinize invoices for accuracy.
- Check goods and order to be sure they have been received.
- Act as a cashier at the field office.
- Service and attend staff meetings; take minutes of meetings when required.
- Establish and maintain computerized databases of the organization's service providers, contacts and other relevant information when required.
- Organize travel and accommodation for the organization's visitors and staff.
- In agreement with the line manager, establish and maintain filing systems as appropriate.



- Perform general clerical administration support including mail-outs, photocopying, filing and equipment supplies.
- Maintain overall standard of the office space.
- Liaise with cleaning services and keep an equipment inventory of all fixtures, capital, and fittings.
- Assist and deputize on behalf of the finance manager.
- He/she might be responsible for checking data in addition to administrative tasks or running reports.
- He/she will be responsible for task with scheduling appointments or meetings in the Field office.
- He/she will assist in processing field staff timesheet.
- The individual might engage in other activities like entering data into the computer, running certain daily, weekly reports and monthly field report to be send to juba or performing basic bookkeeping duties.
- He/she should have the finance processes and procedure at his/her finger tips as well as strong organization skills.
- WHAT YOU WILL BRING

**Qualifications required**

- Minimum Bachelor's Degree in Business Administration or equivalent academic qualification plus additional specialized courses or Associates Degree in related field from a recognized University.

**Experience required**

- Minimum 3 years' experience in logistics and finance position in an international Organization will be of added value.
- Knowledge of logistics and warehouse operations; customer service background is also valuable. It is also useful to have good understanding or experience of managing drivers and warehouse employees.
- Knowledge of DOT (Department of Transportation) regulations and requirements and familiarity with excel based analytical tools.
- Communication skills, computer skills, interpersonal skills, multi-tasking skills and flexibility.

**How to Apply:** Qualified candidates are encouraged to submit a soft copy of their full CV with a cover letter only and any additional documents will let to automatic disqualification at this level, Email to this: [info@luoldeng.org](mailto:info@luoldeng.org) Please save your document using First and last name only.

For hand delivery please drop to **CARDO Wau Field office located at Hai Daraja, plot #234, Block 21, 2<sup>nd</sup> class – Wau, Western Bahr el Ghazal – South Sudan, along the Airport Road.**

**Deadline: 25<sup>th</sup> /May/2023-13<sup>th</sup> /June/2023.**

**Due to the urgent need for this position, we may shortlist before the deadline**

LDF is an Equal opportunity employer LDF consider all applicants on the basis of merit without regard to race, sex and disability.

**FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY**

