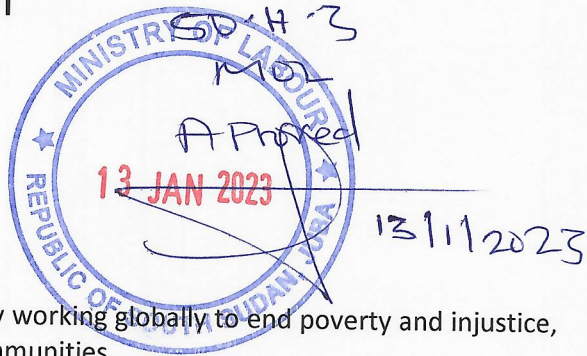




**JOB ADVERTISEMENT**

**POSITION:** Logistic Officer  
**LOCATION:** Duk  
**STARTING DATE:** ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world’s poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **Logistic Officer** to be based in **Duk, Jongiel State**

**JOB OVERVIEW**

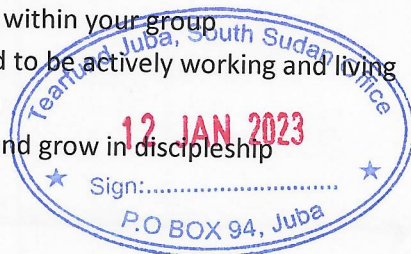
To provide Tearfund South Sudan – Duk programme with the logistics capacity to implement and manage projects in a designated geographical area, providing specialist technical oversight as required.

**POSITION IN THE ORGANIZATION**

- Grade B1
- Reports to Area Coordinator
- “Dotted line” accountability to the Logistics Manager (LM)
- Closely co-ordinates with the following members of the logistics team: Procurement Officer, Logistics Officers, Roving IT Officer and Roving Mechanic
- Line Manager of Driver/Logs Assistant

**TEARFUND’S CHRISTIAN CULTURE**

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund’s Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund’s Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship



## ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model Godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

## KEY RESPONSIBILITIES

### Programme Strategy and Planning

- Ensure mission purpose, strategic goals and programme objectives are communicated amongst logistics staff to create mutual understanding and ownership.
- Advise the Area Coordinator and Logistics Managers of significant logistics issues affecting project implementation.

### Corporate Policies, Management Systems and Procedures

- Contribute towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Ensure internal management systems and policies (e.g. PIM/DMS) are established and monitor field-based operations to maintain compliance.

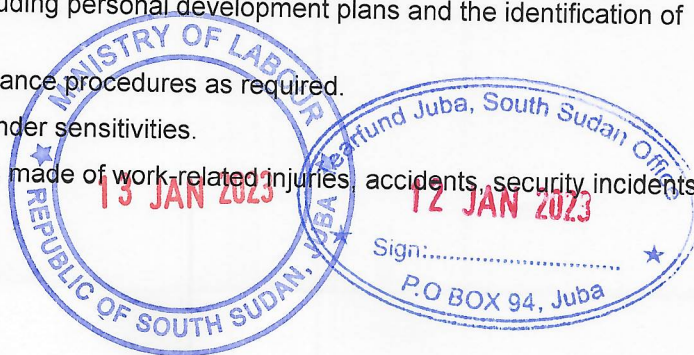
### Financial Management & Accounting

- In consultation with the Logistics Manager/Assistant Logistics Manager and Finance Manager, agree payment terms and conditions with commodity suppliers and oversee timely processing of all invoices.

### Team Management

For logistics staff within the delegated area: -

- Lead and manage staff, encouraging effective team work and providing supervision, guidance and monitoring.
- Ensure that staff understands their individual and collective responsibilities for safety and wellbeing.
- Monitor the security and physical / mental well-being of staff (including compliance with local security plans and health & safety procedures).
- Conduct regular performance reviews, including 6-monthly performance appraisals, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Conduct exit interviews, disciplinary and grievance procedures as required.
- Ensure that staff respect local cultural and gender sensitivities.
- Ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities to logistics staff.



- Where appropriate, provide pastoral support to members of the team.

### **Personnel Management for the Programme**

- Assist the field management in defining local team composition, management structure and manual labour needs including rostering of shift and casual workers, to fulfil warehousing, security and distribution / transport duties.
- Assist in preparing job descriptions for all logistics positions and oversee the recruitment / induction of staff as required.
- In coordination with the Logistics Manager and HR Manager, assist in logistics staff planning, personnel requisition, training and development for new and replacement national staff as appropriate.
- Assist the field management to ensure all logistics personnel files are maintained and regularly updated.

### **Spiritual Leadership**

- Responsible for the spiritual leadership of logistics staff in the delegated area; to support their spiritual wellbeing and encourage adherence to Tearfund's Christian distinctiveness.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

In Areas where Tearfund needs to employ non-Christian staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

### **Good Practice and Institutional Learning**

- Ensure that activities are carried out in accordance with signatory codes of conduct and accepted good practice.
- Promote opportunities to encourage openness to learning from staff and assist in identifying issues from operational experience for analysis, dialogue and possible incorporation into future good practice and policy formulation.

### **External Relationships / Representation**

- Build positive working relationships with government, local communities, UN, NGOs, procurement agencies and suppliers at the project level in support of an effective and efficient logistical support function.

### **Logistics / Technical Support**

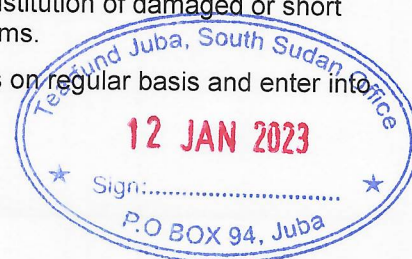
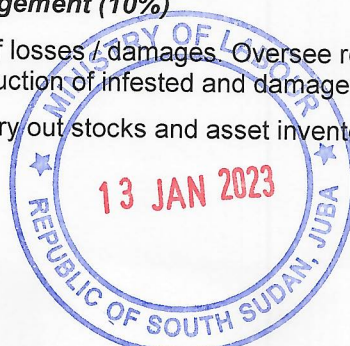
All as directed and delegated by the Logistics Manager/Assistant Logistics Manager

#### **a. Procurement Administration**

- Liaise with procurement officer on collection of all purchased items
- Processing of all payments in liaison with procurement officer and finance administrator
- Verify all paperwork/documentation before submitting for payment
- Maintain all logistics records, including an effective filing system for storing procurement documentation to enable tracking and auditing in the absence of procurement Officer
- Carry out customs clearance of cargo and personal effects on behalf of Tearfund, making proactive arrangements to ensure that all docs necessary for customs clearances are in place before goods arrive at port.
- In the absence of procurement officer or as requested, carry out procurement duties by processing all approved PRs according to SOPs for Tearfund South Sudan Uror Programme
- Assist in processing Quotation Requests (QR) using existing price database

#### **Warehousing, Commodity & Stock Management (10%)**

- Ensure documentation and reporting of losses / damages. Oversee reconstitution of damaged or short weight commodities and arrange destruction of infested and damaged items.
- In the absence of the store keeper, carry out stocks and asset inventories on regular basis and enter into the standard inventory sheet format.



- Support the store keeper in maintaining and control of the ledger book for the bulk fuel.
- In absence of store keeper prepare waybills, release notes, asset movements whenever items are dispatched and good received notes when items are received.
- In absence of the store keeper Coordinate with project staff to ensure effective and timely release /despatch of goods to project sites.

#### **Transport / Fleet Management (30%)**

- Define fleet requirements at the project level, develop vehicle usage plans and operating/capital cost budgeting to inform Assistant Logistics Manager.
- Responsibility for daily use, security and servicing (outsourced as required), fuel and spares/tools stores and usage for local project vehicle fleet.
- Ensure all those authorised to drive Tearfund vehicles (formal drivers and team members) meet the standard and have up to date licences valid for the country of operation and are medically fit to drive.
- Conduct or arrange additional training where necessary for local or expatriate staff to cope with the local driving conditions and type of vehicles.
- Determine transport requirements and organise distribution plans at project level, coordinating with relevant logistics and project staff to ensure effective delivery of relief commodities to project sites.
- Ensure regular review of transportation and distribution SOPs in consultation with the Assistant Logistics Manager
- Determine transport requirements and organise distribution plans at project level, coordinating with ALOs, and project staff to ensure effective delivery of relief commodities to project sites.
- Ensure load/cargo and transport planning and routing for timely and cost-effective delivery of all program supplies
- Establish viable (time, quality and cost) transportation and distribution networks for all field sites and all transportation modes possible

In close collaboration with other NGOs/humanitarian agencies, develop reliable consolidation and cost sharing mechanism for transportation of supplies and equipment to all areas of operation.

#### **Asset Management**

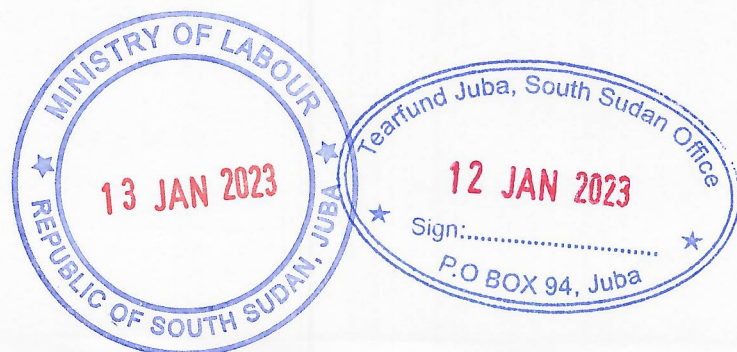
- Receiving of any procured asset into the warehouse
- Ensure Tagging /DR number is allocated to the Asset
- Updating the asset register once there is any receive, dispatch or disposal of asset
- Maintain the Asset register and reporting on all assets in the location
- Reporting any loss or damage to any asset if any within the required time

#### **Estate management**

- Ensure repair in the office are done once reported by the individual staff or if noted by any other staff
- Slashing in the compound to ensure the compound is clear at all time
- Payment for all repairs or compound maintenance are done on time
- Ensure grounds are maintained and water supply kept replenished
- Ensure there is enough fuel in the generator
- Monitor service time for the Generator and request for servicing by the service provider
- Ensure there is enough items stocked for the generator route service
- Ensure the right generator is on use at the right time/ change of the generator
- Organising casual labour needs for the efficient running of the estate (including warehouse)

#### **Person specification**

Job Title: **Logistic Officer**

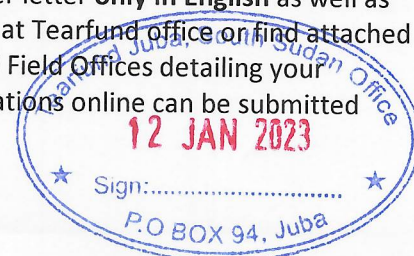


	ESSENTIAL	DESIRED
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>Bachelor Degree in Logistics &amp; Procurement/or appropriate equivalent qualification</li> </ol>	<ul style="list-style-type: none"> <li>Associated Technical qualification-Higher Diploma in Logistics or Procurement, Business Administration or related field exp</li> <li>Associated Technical qualification (e.g. electricians, IT, mechanic)</li> <li>Further qualification in humanitarian logistics</li> <li>Full clean driving license</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven technical logistics experience of not less than 3-4 years in a similar role.</li> <li>Proven driving experience appropriate to the program</li> <li>Management of technical equipment including radios, satellite phones, generators, IT</li> <li>Proven experience in people management with practical experience in a similar or equivalent role of at least 3 years.</li> </ul>	<ul style="list-style-type: none"> <li>INGO Experience</li> <li>Proven strategic planning experience.</li> <li>Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct.</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>Leadership and management</li> <li>Organisational and administrative</li> <li>Negotiation and representation</li> <li>Analytical and problem-solving</li> <li>Excellent written and verbal communication skills (including the ability to communicate effectively in a particular language other than English for specific programs)</li> <li>Computer literate, able to work efficiently in Word, Excel, Outlook</li> <li>Ability to lead, participate and facilitate in collective staff prayer and bible studies</li> </ul>	<ul style="list-style-type: none"> <li>Training and mentoring skills</li> <li>Arabic language spoken/written</li> <li>Radio and satellite phone troubleshooting</li> <li>Electrical power generation troubleshooting</li> <li>Off-road driving (4x4, winching) training skills</li> <li>IT software troubleshooting.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Committed Christian with a personal relationship with God</li> <li>Committed to regular Christian fellowship with other Christians</li> <li>Emotionally &amp; spiritually mature</li> <li>Team player</li> <li>Commitment to accountability to beneficiaries and transparency, showing dignity and respect, and demonstrating listening and understanding</li> <li>Understanding and sensitivity to cross cultural issues</li> <li>Flexible and adaptable to ever changing environments</li> </ul>	<ul style="list-style-type: none"> <li>Networking</li> <li>People developer and motivator</li> </ul>
<b>OTHER COMMENTS:</b> <ul style="list-style-type: none"> <li>Regular travel across cluster countries is a requirement</li> <li>All roles require a DBS/Police check</li> <li>Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> </ul> <p>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</p>		



### How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted



through <https://www.tearfund.org> the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **1<sup>st</sup> February 2023 at 5:00pm.**

**NB:**

- **Applications once received are not returnable**
- **Female Candidates are encouraged to Apply**
- **Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.**
- **Only short-listed candidates will be notified.**

