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Approved
Labour Affairs
Stiller

JOB VACANCY - 2025 06



JOB VACANCY
LOGISTIC MANAGER

**BASE
POSITION**

UPPER NILE STATE - MALAKAL
LOGISTIC MANAGER

Number of positions: **(1)**

Date Issued 06/5/2025

Date Closure: 26/5/2025

Category: **National Posting**

PRESENTATION OF THE ORGANIZATION

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian NGO which, for more than 40 years, has been providing assistance to populations affected by armed conflicts and natural disasters by meeting their vital needs for food, water and shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world, SI's interventions provide expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential area of food security and livelihoods. Present in around twenty countries, SI's teams - 2000 people in total made up of expatriates, national staff, permanent staff at headquarters, and a few volunteers - work with professionalism and commitment while respecting cultures.

Solidarités International (SI) is determined to prevent and fight all type of abuse – all act of exploitation, abuse and/or sexual harassment (SEAH) against members of beneficiary communities or collaborators, fraud, corruption, violation of persons and/or property, funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero-tolerance policy regarding acts of SEAH.

Solidarités International is an equitable employer committed to find all forms of discrimination. SI will ever ask for any remuneration to take part in a recruitment process.



GENERAL OBJECTIVES

The Logistician carries out logistic management of his/her base in compliance with Donor and Solidarités International procedures.

He/she implement and supervises all logistics operations of his/her assigned base.

He/she organizes logistic support to programs in compliance with Solidarités International procedures.

He/she assists the Field Coordinator in the implementation of safety rules.

He/she supports, monitors and trains the members of his/her team

MISSION / PRIMARY OBJECTIVES

The Logistics Manager will implement and supervise all logistics operations at his/her assigned base.

He/she will organize logistic support for programs, in keeping with Solidarités International procedures.

He/she will assist the base manager or the field coordinator in the implementation of safety rules.

JOB

List of main tasks:

Supply Management

- Carry out a purchasing environment analysis at the local level
- Supervise the update of price lists and supplier files
- Manage the Solidarités International purchasing procedures and those from donors funding the programs.
- Establish and update purchasing timelines, taking into consideration procurement tables, operation timelines and contextual and procedural logistical constraints
- Receive, approve and process requests for quotes and internal order forms
- Ensure that budgetary lines related to logistics are monitored and observed
- Supervise the preparation of purchasing documents and draft the contracts
- Participate in the drafting the call for tenders
- Supervise purchasing, ensuring that approval rules and procedures are observed
- Select suppliers and negotiate prices, deadlines and delivery methods
- Ensure that purchasing documents are complete and archived in keeping with Solidarités International procedures
- Ensure that dealings with suppliers are monitored

Vehicle Fleet Management

- Negotiate vehicle rental contracts
- Supervise the planning and execution of maintenance and repair work on mission vehicles
- Establish vehicle movement schedules



- Ensure that a complete breakdown kit is available on board all vehicles
- Permanently ensure that all drivers have received general training and carry out regular testing
- Ensure that drivers are aware of their obligation to adhere to Solidarités International safety rules and procedures
- Check that vehicle logbooks are in place and are used correctly
- Ensure that fuel consumption and vehicle mileage are monitored, consolidated, analysed and recorded
- Prevent the misappropriation of fuel and spare parts
- Ensure that all vehicles have accompanying administrative documents and that these are correctly filed and monitored

Equipment/Telecommunications Management

- Update inventory in real time
- Optimize distribution of materials according to task needs
- Organize the installation, safe-guarding and monitoring of materials
- Install communication means and ensure that they are regularly maintained
- Train teams in the use of these communication means

Management and Monitoring of IT Equipment

- Update antivirus software
- Implement backup and data-protection procedures
- Ensure the maintenance and correct use of IT equipment
- Provide technical assistance to teams and organize training sessions

Supplies Management

- Select storage locations and create a plan for the development and security of these sites
- Ensure material is stored under suitable conditions and monitor expiration dates
- Ensure procedures are followed as stock is checked in and out
- See that all documentation linked to stock is complete and correct
- Supervise monthly physical stock inventory

Human Resource Management

- Analyse and quantify logistics personnel needs
- Recruit, train and supervise the logistics team
- Conduct performance reviews for members of the logistics team
- Organize formal team meetings at regular intervals

Security

- Implement team safety measures as determined by the coordination team
- Train teams in safety rules and procedures
- Pass on any security-related information to his/her line manager

Reporting/Capitalization

- Ensure the compilation of price and supplier lists, as well as information in use (import-export, exemption, taxes)



- Ensure that internal order forms are monitored, and that the status of each order is given to the person waiting
- Consolidate logistics packs monthly and pass on to the logistics coordinator
- Provide the logistics coordinator with all information needed to draft intermediary and final reports
- Pass on purchasing reports for closed programs to the coordinators at the established frequency

REQUIREMENTS

- Bachelor's or master's logistics and procurement degree and or in related fields (Business or international relations).
- Experience 3-4 years working in the same position of roles.

TECHNICAL SKILLS

1. Strong experiences in procurement, supplies and storage in conflict and remote areas.
2. Communication skills to limit the context challenge during program implementation.
3. Experience in team management and capacity building of team members.

TRANSVERSAL SKILLS

1. Work autonomously.
2. Adoptability.
3. Strong communication

LANGUAGE

1. Fluent in English
2. Arabic would be a strong asset.

ORG CHART POSITION (reporting and functional relationships)

Line manager: Field coordinator/Base manager

Line report(s) on base: Entire base logistics team

Functional manager: Logistics Coordinator

Functional report(s): -

Basic salary : according to SI salary scale

Position open to National only.

Contract :6 months fixed-term contract

Working hours : From Monday to Friday 7 :30-4 :30. 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 at **Solidarites International Office at Hai Cinema Juba or**

Send application by email to: 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 **26/5/2025**. Any application sent after this date will not be considered.

Women with the required skills are highly encouraged to apply.

