

Approved



The Rescue Mission
For a suffering free society



Position: Logistic and Procurement Officer

Job Title	Logistics and Procurement officer- South Sudanese Nationals Only
Organizational Unit	Operations
Line management	Logistics and Procurement Assistant, Admin Assistant, Guards, Driver
Supervisor	Executive Director
Contract Period	3 months' probation with possibility of extension for 6 months based on funding and performance
Duty Station	Juba with travel to field sites
Opening Date:	24/9/2024 to 08/10/2024

Organizational Background

TERM is a non-political, non-profit organization duly registered in 2017 by the Relief and Rehabilitation Commission as a NNGO with registration number 1051. TERM responds to needs of Displaced persons, refugees and returnees to help and ensure such affected group of people get access to dignified basic services through provision of humanitarian support so as to alleviate further suffering, strengthening of local capacities and build stronger and resilient communities. TERM Focuses on community development and programing to ensure empowered and viable generations that promote and works to build a suffering free society. TERM serves communities at the grass roots through provision of services in the sectors of NFI, WASH, Education, FSL, Youth and Women empowerment, Protection, Advocacy on Environmental protection and conservation to ensure "A suffering free society."

Currently TERM operates in 3 of the 10 states of South Sudan but serves other areas through mobile emergency response, TERM's current Field Offices are in Pibor, New Fangak, Bor South, Kajo Keji, and Yei with headquarters in Juba. In its 2024/2025 strategic pillar TERM will be expanding its services to Unity State, Northern Bahr el Ghazal and Upper Nile States



Purpose of the Role

As a growing institution TERM is looking for a self-driven personality with proven proficiency in accomplishing task for the role of **Logistics and Procurement Officer**.

The position holder will be responsible for the efficient management of the procurement processes and logistics activities to ensure timely delivery of goods, services, and resources for the TERM's projects in the various field locations. The role involves coordinating with various departments, vendors, and stakeholders to ensure timely logistical and procurement needs with much emphasis on transparency, compliance, and cost-effectiveness in procurement while supporting field operations with smooth logistical services

Key Responsibilities

Logistics:

- Coordinate the transportation, distribution, and storage of materials and supplies to field sites, ensuring timeliness and efficiency.
- Oversee warehouse management, including stock control, inventory audits, and maintaining updated records of all logistics activities.
- Develop and maintain effective systems for the management of logistics assets including vehicles, fuel management, and equipment.
- Liaise with customs and authorities to facilitate the clearance of goods and ensure compliance with relevant laws and regulations.
- Ensure all logistics operations are compliant with safety, security, and environmental regulations.
- Ensure all logistical procedures use in the field by program staff comply organization's policies and donor requirements
- Ensure the program management team are kept up-to-date of all relevant issues relating to logistics
- Assist with the day-to-day administration roles including processing and follow up of organization legal documents

Procurement:

- Develop and implement procurement plans in coordination with program and operational teams.
- Source and procure goods, services, and works in line with the NGO's procurement policies and donor regulations.
- Prepare purchase orders, contracts, and ensure procurement documentation is complete and accurate.



- Manage supplier/vendor relationships, including negotiation of contracts, prices, and delivery terms.
- Maintain a database of preferred suppliers and ensure regular vendor assessments and performance reviews.
- Monitor market trends, price changes, and potential supplier risks to ensure procurement cost-effectiveness.
- Ensure proper documentation and record-keeping of procurement activities for auditing and reporting purposes.

Compliance & Reporting:

- Ensure all procurement activities comply with the NGO's policies, donor regulations, and legal requirements.
- Maintain accurate and up-to-date procurement and logistics records for auditing and reporting purposes.
- Prepare and submit regular reports on procurement activities, logistics operations, and inventory status to management.

Coordination & Communication:

- Work closely with program teams to determine procurement and logistics needs and ensure the timely delivery of goods and services.
- Coordinate with finance teams to ensure procurement and logistics are within budget and financial controls are in place.
- Regularly update management on procurement status, potential risks, and delays, and propose solutions.
- Ensure clear and transparent communication with vendors and internal teams throughout the procurement and logistics processes.

Qualifications and Experience:

- Education: Bachelor's degree in Procurement, Supply Chain Management, Business Administration, a relevant professional certification (e.g., CIPS, CPP) will be an added advantage
- At least 3-5 years of experience in logistics, procurement, or supply chain management, preferably with INGO, NNGO with proven track record.

- Skills:

- Strong knowledge of procurement and logistics best practices.
- Familiarity with procurement policies and regulations of major donors (e.g., USAID, EU, UN agencies).
- Excellent negotiation, communication, and relationship management skills.
- Strong organizational skills, attention to detail, and ability to handle multiple priorities.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and procurement software systems (e.g., SAP, QuickBooks).



- Able to drive motorcycle, and drive both manual and automatic car. (Test will be conducted)

Personal Attributes:

- Ability to work under pressure in a fast-paced and dynamic environment.
- Strong ethical standards and high levels of integrity.
- Team player with excellent interpersonal skills.
- Flexible and adaptable, with a proactive approach to problem-solving.

HOW TO APPLY

If you are interested to apply for this position, please submit your CV along with your cover letter outlining how you meet this position. Submit your CV to TERM Head Office in Juba located in Gudele two, 2 km from the Main Road North ward Joppa (Before Manga Bullen)

Or online via email to hr.rescuemission@gmail.com

Please indicate the position you are applying for in the subject line i.e. "**Application for the position of "Logistics & Procurement officer**

1. **TERM is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and applicants. Employment decisions are based on merit, qualifications, and Experience. We do not discriminate on the basis of race, color, religion, and ethnicity etc.**
2. **TERM operates a zero-tolerance policy toward any form of abuse, exploitation, fraud/corruption or harassment, and all employees are duly expected to uphold these principles in their professional and personal conduct while with TERM.**

Qualified women are strongly encouraged to apply.

All documents submitted with the applications are non-returnable, applicants are advised to only attached copies. Only shortlisted candidates will be contacted

The position is urgently needed and applications will be reviewed on rolling basis

