



Approved and Verified
by Director of Labour
9th May 2023
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REPUBLIC OF SOUTH SUDAN

JOB VACANCY ADVERTISEMENT

LOGISTIC/SUPPLY SUPERVISOR

Duty station: JUBA

Number of positions: One (1)

Basic Salary: 915 USD.

Date Issued: 09/05/2023

Category: National Staff Posting

1. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For 40 years in actions Solidarites International have focussed on meeting three vital needs; water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

2. Objectives:

The logistic supply assistant supports the deputy logistic coordinator in implementing and supervising all purchase and store keeping activities.

In particular, he/she provides support in carrying out urgent activities and filing and archiving logistical documents concerning purchases and store keeping.

3.

Knowledge and monitoring of the market:

- Ensure regular market analysis of the local purchasing environment
- Implement and update price lists and supplier files

Implementation of purchasing process:

- Receive and process requests for quotes and IOFs after verification and approval by his/her line manager
- Implement purchases while respecting the rules and approval procedures established by donors and Solidarités International
- Ensure that products purchased correspond to the requirements of the purchase officer's requirements in terms of quantity and quality



- Ensure that the format and information on quotes and invoices comply with regulations
- Ensure compliance with administrative procedures for the management of advances and payment of suppliers
- Establish and archive purchase files in accordance with the rules of Solidarités International and its donors
- Monitor and update IOFs electronically

Management of supplies

- Implement purchases monitoring adherence to validation regulations and procedures
- Negotiate prices, deadlines and methods of delivery
- Ensure to keep good relationships with suppliers



Management of warehouse

- Supervise the maintenance and securing of warehouses
- Ensure the deliveries with the relevant department (check of the quantities, quality, etc.)
- Ensure carrying out stock checks and physical inventories and reconcile it with the theoretical inventory
- Draw up warehouse layout plans according to the materials/goods to be stored and program allocation
- Establish staff and equipment forecasts required for loading/unloading
- Supervise the day-to-day personnel team involved in warehouse activity
- Write or fill in the shipping or delivery documents in compliance with Solidarités International's standards
- Monitor incoming and outgoing equipment
- Ensure that the stock forms are updated for each movement in respect of SI rules

Reporting/Capitalization:

- Ensure to update on a regular basis any relevant tools linked to purchases
- Prepare IOF Follow up on monthly basis and submit to line manager
- Ensure the monitoring of IOF requests and inform the line manager of the status of their orders
- Implement any relevant tool regarding purchases FU and monitoring
- Prepare monthly stocks inventory reports and forward them to the line manager

5. III. Preferred Skills:

- Minimum Diploma in Logistics and Supply Chain Management or a related field
- Written and spoken fluency in English is mandatory, fluency in Arabic is preferred
- 1 to 2 years' previous experience working in a similar position
- personnel
- Possess remarkable ability of oral and written communications
- Good knowledge all MS Office programs (Word, Excel, Power Point)
- Good knowledge of LINK System will be of an added advantage.



6. Line manager: Deputy Logistics Coordinator

Contract: Fixed-term contract of 3 months, extendable Subject to performance and Fundings.

Working hours: From Monday to Friday 7:30-4:300. 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....) to **Solidarités International office** in Hai Cinema in Juba.

You can as well send your application on the below email address;

Juba.adm.recruitment@solidarites-southsudan.org

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

Deadline for submitting applications is: 18/05/2023.

