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22 AUG 2023
MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN, JUBA

JOB VACANCY – EXTERNAL

Vacancy NO. Renk & Melut-Log-Coord - 2023-08-22-161N

Job Title: Logistics Coordinator
Duration: 10 Months - Subject to funding availability (*Expected start date as soon as possible*)
Location: Renk & Melut County
Reports to: Roving Area Manager

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach —, which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

Job Purpose

Under the direct line management of the Roving Area Manager, the Logistics Coordinator is responsible for all logistics support activities required at Renk & Melut field offices and follows RI procedures to ensure timely implementation of those activities. This includes Planning, Procurement, Asset management, Warehouse & inventory management, Transport and Distribution. This specific role also requires highly motivated person with excellent working knowledge of supply chain & logistics aspects in resolving operational critical challenges as they arise in an emergency setup.

Main Roles & Responsibilities/ Duties

- Assist the Roving Area Manager in providing technical leadership to supply chain and operations activities for Renk & Melut field office.
- Assist the Roving Area Manager in managing and guiding procurement processes for the acquisition of goods, services, and the construction of works, focusing on achievement of value for money results in compliance with the RI procurement manual, policies, and procedures.
- Ensure the implementation and direct RI standard Vehicle policies and procedures, with particular attention to safety and security issues.
- Manage and be accountable for the vehicle fleet, ordering and inventory management of all vehicle related parts and consumables, including fuel.
- Under the supervision of Roving Area Manager, ensure that movements are well planned; movement recorded accurately in the fleet movement logbooks.
- Develop and monitor fleet movement plans, vehicle repairs, drivers' assignment, vehicle safety,



and fuel consumption.

- Together with Facility-in Charges ensures that fuel consumption for generators is well monitored and recorded.
- Supervision of RI mechanics and general management of vehicle spare part stores and garage
- Manage the correct and timely routine maintenance and repair of RI vehicles and generators.
- Ensure all vehicles carry the required on-board documentation and that all documents are kept current (including insurance).
- Inspect and record condition of vehicles, by maintaining weekly checklists file and ensuring that Vehicles log books are accurately filled
- Works in liaison with Procurement officer for timely deliveries and reception of procured goods
- Ensures good warehousing & inventory management systems are implemented and storage facilities are up to the standards as per RI warehousing guidelines.
- Ensure that all records (bin cards, stock cards, and inventory list) are updated immediately after any warehouse transaction took place.
- Train and make sure that supplies are stored by category, heavy, liquid or bulky items are stored on lower level shelves and Items are grouped / arranged in quantities that are easy to count.
- In liaison with Program managers and warehouse officer ensures timely recording, booking and reporting of GIK received.
- Maintains accurate record through proper filing of all the GIK stocks and related documents.
- Together with warehouse officer/assistants plans and conduct inventory control/check periodically through physical count as per RI's policy;
- Monitor the maintenance of warehouse activity book recording for all outgoing and incoming receipts and activities.
- Manage the documentation, receipt, tagging, handling, storage, issue/release and reporting of all RI assets, properties (mobile, non-mobile, attractive items) including donations-in-kind.
- Supervise the supply chain and operations staff at field level by providing support and training, promote a friendly and professional working environment
- Ensure staff performance appraisals for staff under his/her supervision are reviewed regularly and conducted as per RI HR policies and procedures.
- Ensure the application of, and compliance with, security protocols and policies of you and your supervised staff.
- Work in collaboration with Logistics team in Juba to ensure planning for goods receptions and in timely manner
- Advocate and plan for professional development for yourself, and any supervised staff.
- Provide input to, and deliver, where applicable, training for staff to increase their responsibilities in order to build capacity, and ensure sustainability of programs.
- Prepare accurate weekly and monthly Supply Chain and Operations reports and ensure timely submission to the Roving Supply Chain and Operations Manager and Roving Area Manager.
- Represent RI in a positive and professional manner to contribute to the creation of a positive image and overall credibility of the organization, notably through the application of RI's mandate, ethics, values and stand-point with regard to other actors



Accountability

- Responsible to ensure that all activities are conducted in accordance with RI policies and procedures, donor regulations and local laws.
- Responsible to ensure that all allegations of breaches of the Code of Conduct by staff reporting you are made in accordance with incident reporting policy.

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported in accordance with incident reporting policy. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

Note:

- The role of the **Logistics Coordinator** cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues, which arise, must be addressed accordingly. Therefore, the **Logistics Coordinator** will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

Minimum Job Qualifications and Requirements

- Degree in Supply Chain Management/Logistics Procurement/ or related field.
- At least 5 years of general logistics/supply chain experience and at least 3 years of experience at coordinator/manager's level in humanitarian organizations.
- Broad knowledge and experience in Supply Chain i.e., procurement and contracting, vehicle and fleet management, Warehouse and inventory, property and asset management.
- High computer literacy level with expected proficiency in MS Word, Excel, PowerPoint, PDF and Internet.
- Ability to work independently, take personal initiative, and multi-task including strong facilitation skills in an ever changing dynamic operational environment
- Excellent written and spoken English language skills.
- Strong administrative and organizational skills.
- Ability to coach others and work in a team environment with experience in conducting training.
- Excellent interpersonal skills, cultural awareness and ability to work effectively in an operational environment.
- The capability and willingness to be flexible and accommodating in sometimes difficult and challenging work situations.
- Commitment to and understanding of RI's aims, values and principles.

DESIRABLE

- Experience with recognized international NGO will be an added advantage

General Condition for qualification:

Applicant must not be person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse



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RI values:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

HOW TO APPLY:

Aspiring potential applicants should complete Job application form, which can be collected at Relief International office in Juba or any of our field offices locations or this form can also be downloaded from same website this advertisement is posted.

The job application form once completed, should be submitted along with motivational letter, National ID and copies of academic documents in seal envelop clearly marked **Logistics Coordinator NO: Renk & Melut-Log-Coord - 2023-08-22-161N** to Relief International offices in Renk, Melut & Juba OR

Send your completed job application form via Email to recruitments@ri.org

Deadline: September 8th , 2023, 5 pm SSD local time

