



JOB PROFILE SENIOR LOGISTICS OFFICER

Job Title:	Senior Logistics Officer
Function:	Logistics
Job Group:	Operations
Duty Station:	Juba South Sudan
Administrative Line Officer:	Head of Operations
Line Management Responsibility:	Logistic Officer, Logistic Asst, Fleet Asst

ABOUT US

Nonviolent Peaceforce (NP) envisions a worldwide culture of peace where conflicts within and between communities and nations are managed through nonviolent means. NP is a global civil society organisation that works with people affected by violent conflicts to enhance their security and dignity through **Unarmed Civilian Protection (UCP)** and by helping to transform the world's response to conflict situations.

NP established presence in South Sudan in. Programming is founded on unarmed civilian protection and is thematically focused on protection in displacement, child protection, gender-based violence protection and inter-communal violence reduction.

JOB PURPOSE:

The Sr. Logistics Officer is responsible for overseeing all logistics functions, including logistics, procurement, fleet management and IT for NP Sudan and ensuring that the programme support departments within NPSS are run efficiently and effectively. In addition the Sr. Logistics Officer is responsible to ensure that Operations SOPs are implemented and continue to develop as needed. This position interacts with all other functions as well as the field-based program teams. The position includes on-site operations support and capacity building to field staff and ensuring that all staff are aware of and trained in the SOPs and related skills necessary for compliance.

KEY OBJECTIVES/RESPONSIBILITIES:

Operations – Logistics & Procurement:

Procurement

- Strengthen and oversee compliance quality, timely and accurate processing and documentation of procurement as described in the Field Operations Manual and any other relevant documents
- Develop and oversee a system for maintaining audit-ready procurement records and ensure that they are consistently stored and available when needed
- Ensure that procurements are done in line with NP and donor policies
- Maintain procurement database and ensure procurement paperwork is complete and that all approvals have been obtained before purchases are made
- Be responsible for the either direct procurement or follow up of procurement
- Conduct market assessment when required

Fleet Management + Travel

- Ensure effective fleet management, including that systems are in place to track maintenance schedules, fuel usage and vehicle scheduling as described in the Field Operations Manual
- Schedule vehicle use to meet programmatic and operational needs.
- Responsible for oversight of vehicle rentals including tracking of leases and payments.
- Ensure that all vehicles have log books, and that all drivers and staff are filling them every journey
- Ensure that all vehicles have: spare tire, first aid kits, emergency tool kit, emergency contact numbers, and internal vehicle numbers.
- Maintain administrative vehicle files for each vehicle.
- Monthly compilation of vehicle log-sheets.
- Work closely with Admin and HR to organise staff domestic and international travel and accommodation.

Asset Management

- Ensure assets tracking is implemented with accurate record keeping of NP and donor assets, including exceptional items that require registration and movement tracking
- Develop policy for and support implementation of customs clearing, equipment registration, licensing and insurance
- Properly record and tag all assets and inventory in line with NP policies and procedures.
- Keep the asset register, asset cards and personal issue forms up to date with information of where each asset is/who it has been issued to.
- Perform a monthly asset check

Office, Sub-Office & Guesthouse Management

- Lead on the identification of sub-offices and guesthouses, bid process, contracts and set up.
- Lead on rehabilitation and upgrading of NP premises
- Manage safe and well-maintained and stocked premises for office and guesthouse purposes.
- Support NP Security Staff in upgrading NP premises to meet security and operational standards.

Operations – IT, Administration and Human Resources:

- Support to HR and Administration Officer and Head of Mission with implementation of NP administration and HR policies and systems
- Review contracts for office and housing space, leasehold improvements, IT
- Ensure legal compliance for work permits, visas, tax and registration for NP HQ office
- Support to recruiting process including travel, orientation and onboarding
- Assess needs and recommend software and IT solutions, and support the resolution of IT issues that arise.

Security:

- Support the Security Advisor and Field Security Officer in ensuring adherence to SOPs, contingency plans and risk assessment documentation

Others:

- Recommend and contribute to the drafting of new protocols, or adjustments to procedures, to improve effective operations (procurement, asset management, Admin, HR)

Qualifications

Essential

- Degree or Equivalent Level of Knowledge

- 7-9 years Previous experience working with an INGO in an operations/logistics management position or field coordination position.
- Logistics Management Course Completed

Desirable

- Completed a Hostile Environment Awareness Training (HEAT) course within the past 12 months

Experience

Essential

- Previous experience in providing operations support
- Leadership ability with demonstrated capacities to analyse needs, develop a plan and action the plan to completion
- Excellent organisation and administrative skills
- Excellent writing abilities – with capacity for drafting quality documents, briefs and reports quickly
- Training skills: Ability to lead staff trainings (operations)
- Experience in setting up new offices and establishing an INGO
- Problem solving capabilities
- The ability to remain calm, focused, organised and results oriented under pressure and with rapidly changing circumstances
- High-level communication and relationship building skills
- English writing and speaking fluency

Desirable

- Knowledge of humanitarian and development issues and concepts

Skills

Independent Judgment/Analytical:

- Ability to manage information with discretion
- Ability to set priorities, solve problems and analyse data
- Demonstrable conflict analysis skills, identify entry points and design prevention and protection strategies

Interpersonal:

- Flexible, energetic and adaptable
- Ability to communicate effectively with individuals and motivate and provide leadership to team and to work and live in a multi-cultural environment
- Solutions focused, creative problem solver
- Proven ability to build relationships with the full range of actors including government, chiefs, military, police and non state actors

Languages:

- Ability to interact confidently in English with colleagues and external contacts, to write documents and reports, and to present effectively relevant information

Information Technology:

- Good skills in Microsoft Office and GPS applications
- Experience with radio communication equipment

Other Specialized Requirements

- This posting is physically demanding. The team works in remote areas, often living in tents, and during field visits there is limited access to electricity or running water. Many of the field visits will require driving through rough terrain for 6-8 hours in a day to reach remote areas.
- This field site is a complex security environment where conditions change rapidly – experience in insecure environments is essential to success in this position.

HOW TO APPLY

- Candidates meeting the above requirements are requested to submit a CV (max. 2 pages) and cover letter (max. 1 page) detailing your experience and how you qualify for the role. Incomplete applications will not be considered.
- The closing date for applications is 2nd of June 2023
- Interviews could be on a rolling basis therefore a candidate may be identified before the closing date
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment and if successful, participate in an interview process

Details for application by npsshr@nonviolentpeaceforce.org
by Hand delivery
TO

Nonviolent Peaceforce Country Office Plot:-27 , Block B, DDR Avenue Kololo - Juba, South Sudan

SPECIAL NOTICE

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, people in communities we serve, and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.

NO FEE

PLEASE BEWARE OF FRAUDULENT JOB OFFERS. NONVIOLENT PEACEFORCE DOES NOT CHARGE A FEE OR ASK FOR FINANCIAL TRANSACTIONS AT ANY STAGE OF THE RECRUITMENT PROCESS (INCLUDING APPLICATION, INTERVIEW, MEETING, TRAVELING, PROCESSING TRAINING, ETC). NONVIOLENT PEACEFORCE WILL NOT REQUEST INFORMATION ON APPLICANTS' BANK ACCOUNTS.