

## VACANCY ANNOUNCEMENT: INTERNAL/EXTERNAL

**Field Logistics Officers (3): (Akobo-1, Gumuruk-1 and Ayod- 1)**

### Background

In partnership with the UNICEF, Christian Mission for Development (CMD) is implementing CERF Project aim at Provision of Equitable Access to Safe, Protective & Inclusive Quality Education for Vulnerable Children 20, 573 (12,340 girls & 8, 233 boys) vulnerable children in Pibor, Akobo, Twic East and Ayod Counties of Greater Pibor Administrative Area (GPAA) and Jonglei State respectively.

The Field Logistics Officers will be based in **Akobo, Gumuruk and Ayod Field Offices** and assist the CMD functioning in operational aspects of activities at the local level under the direct supervision of Education Project Coordinator and Education Project Manager.

### Job Purpose:

The Field Logistics Office is responsible for coordinating, consolidating, and ensuring smooth implementation of and adherence to field logistics and security procedures and provides logistical support to Education Field Officer and Education Project Manager in Akobo, Gumuruk and Ayod.

Job Description	
<b>Job Title:</b> Field Logistics Officers (FLO)	<b>Expected Start Date:</b> 13 <sup>th</sup> , December, 2021
<b>Reporting to:</b> Education Project Coordinator	
<b>Basic Position Description:</b> The purpose of the officer position is to oversee the day-to-day implementation of the education project funded by UNICEF to support targeted schools Akobo, Gumuruk and Ayod.	
<b>Country:</b> South Sudan	<b>Base:</b> Akobo, Gumuruk and Ayod respectively
<b>Duration</b>	1 year with possible extension depending on funding

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CMD is a registered non-profit, non-governmental, multi-sectoral relief and development organization.  
(CMD South Sudan Charity Reg. No. RRC-216)



### Main Roles & Responsibilities:

1. Be in charge of the set up / closing and/or regular running of the base including management of logistics and security of the base as well as coordination with administration, HR, and program staff on the base level.
2. Ensure that CMD Log procedures and respective donor regulations applicable to projects implemented on the base are closely followed.
3. Ensure the proper functioning of supply chain including procurement planning, purchasing of goods and services, their transport, storage and distribution.
4. Provide standard weekly, or as required, logistics data (eg stock tracking, asset lists, procurement tracking).
5. Organise the transportation and other commodities for incoming/outgoing goods to ensure the timely reception and delivery.
6. Provide timely advice and technical support on logistics issues to other functions; and support, train and develop other staff in logistics best practices as directed by Logistics team in Juba.
7. Evaluate/report the need and ensure the proper use of CMD equipment; assess and ensure the functioning of the means of communication appropriate for the CMD base.
8. Be responsible for the security on the base including staff, premises, as well as security of CMD materials and assets.
9. Assess, monitor and report the security situation and develop security procedures relevant to the context.
10. Be aware of logistics-related actors, services, and opportunities in the location and represent CMD to the relevant authorities at the local / regional level and participate in logistics and security meetings with humanitarian actors and local authorities.

### Qualification & Experience:

- Diploma, certificate or equivalent in business studies.
- Substantial knowledge of standard logistics procedures and practices required.
- At least 2 years of logistics work experience in an NGO, with increasing responsibilities and understanding of complex procurement needs.
- Proven experience in humanitarian logistics, procurement, stock management.





- Good understanding of the procurement rules and regulations of major international donors.
- Experience in working in complex humanitarian setting, experience of security related responsibilities desirable.
- Excellent written and spoken English.
- Good communication and representative skills.
- Ability to work with extremely tight deadlines and multiple tasks, delivering good quality work in timely fashion.



**Application:**

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: **HR Department, CMD South Sudan** OR email them to [jobs@cmd.org](mailto:jobs@cmd.org) copying in [info@cmd.org](mailto:info@cmd.org) ; and NOT later than **MONDAY December 6, 2021.**
2. Applications in hard copies must be bound in one document and sent to the following address: **Christian Mission for Development (CMD)**. Juba, South Sudan. Tongping Area, Juba Na-Bari, Plot No. 157 Block No. III, 3<sup>rd</sup> Class Residential Area, Near Catholic University of South Sudan, Juba-South Sudan.
3. The position is open **only to South Sudanese** nationals and preferably for nationals experienced in crisis response and reconstruction and development work.
4. Only shortlisted candidates will be contacted, and applications submitted will not be returned.
5. Female candidate are highly encourage to apply.



**NOTE: APPLICATIONS RECEIVED WILL BE REVIEWED ON A ROLLING BASIS AND THIS POSITION CAN BE FILLED BEFORE THE DEADLINE.**