



Date: 22nd Nov 2022

JOB ADVERTISEMENT:



Title:	Logistic and Procurement Officer
Duration:	6 Months with Possibility of Extension
Location:	Juba Based.
Reporting To:	Executive Director.
Opening Date:	22 nd Nov 2022
Closing Date:	12 th Dec 2022

About the organization:

Hope Reviving Platform (HRP) is a humanitarian non-governmental organization with its legality in accordance with the National NGO Act 2016 of the Republic of South Sudan. As NNGO, HRP bears a registration No. 3,506 in the National Ministry of Humanitarian Affairs and Disaster Management Directorate of RRC-Relief and Rehabilitation Commission as a non-political and none profitable NGO. HRP has a valid operational license at the National Level and at State Level in Eastern Equatoria. HRP is a member of AfriYAN South Sudan and NGO FORUM, and it is aimed at supporting grass root communities in developmental projects like Sexual Reproductive Health, Menstrual Hygiene Management, Comprehensive Sexual Education, Gender Based Violence, Peace Building, Food security & Livelihood, and Education.

Hope Reviving Platform was established with the aim of empowering the South Sudanese society by;

- Advocating for better education and health services
- Organizing Peace building and conflict mitigation dialogues
- Acting as a conduit for information between vulnerable societies/ groups and Humanitarian agencies that are able to assist.
- We also partner with INGOs and Donors to implement projects that improve communities.

Position Summary:

Reporting to the Executive Director, the Logistics and Procurement officer will support all logistical and procurement matters for Hope Reviving Platform. She/he will also work in collaboration with the HR and Finance team to ensure that work meets HRP's and Donor's practices and policies, especially in areas of logistical, procurement and administrative support.

Key Job Duties and Responsibilities:

1. Administration

Support in organizing all logistics including arranging for hotel accommodations, workshops, meetings and events, transportation and communications.



- ❖ Support in preparation of itineraries for travels and travel budgets in the absence of the HR and Finance team.
- ❖ Support in organizing commercial flights or travel by road for field site travel needs.
- ❖ Assist to coordinate staff IDs with a solicited printing company in case new staff join or when staff IDs are expired.

2. Procurement

- ❖ Support the organization with purchase of goods and services in compliance with HRP/Donor procurement policies and guidelines, ensuing accurate supporting documentations.
- ❖ Ensure that goods and services are purchased as required and accounted for in a timely manner.
- ❖ Assist in tracking office supplies to ensure adequate stocks are maintained.

3. Inventory and Assets Management:

- ❖ Assist in tracking all inventory issued to short term (STTA) and long term (LTTA) staff.
- ❖ Ensure all assets are well stored and notify the executive director if any asset is damage or not working.
- ❖ Ensure that no property is issued to staff without appropriate documentation, authorization, likewise ensure that property returned to HRP by staff is fully documented.

4. Fleet Management.

- ❖ Coordinate with the drivers to ensure vehicles are maintained on regular basis.
- ❖ Ensures that vehicle services schedules for all HRP Vehicles are followed and service records documented.
- ❖ Compile all monthly vehicle log sheets and file into their respective files.
- ❖ Ensure that all vehicle documents are up to date and copies are present in each vehicle as well in their respective files.

Qualifications:

1. Diploma or Bachelor's degree in logistics and Procurement, Supply chain management or related courses.
2. Must have a Minimum of 2-3 years' experience in supply chain and logistics management.
3. Previous experience with national and international NGOs implementing activities within South Sudan.
4. Excellent written and verbal communication skills.
5. Excellent critical thinking and analytical skills, including attention to detail.
6. Excellent team player who can work collaboratively to meet tight deadlines.
7. Good analytical and quantitative reasoning.

Hope Reviving Platform Core Competencies:

1. Upholding ethical practices
2. Zero tolerance to human rights abuses
3. Honesty and transparency
4. Accountability



5. Inclusivity and sustainability
6. Reliable partnership.

Application Process:

To apply, please send your updated CV and cover letter as a (One) Single document and copies of your documents in support of your eligibility to the Human Resource Office, Hope Reviving Platform, Juba South Sudan or through mail via hr@hoperevivingp.org Do not submit original documents as all submitted applications will **NOT** be returned.

The dateline for receiving application is on **12th Dec 2022 latest by 5:00 PM**. HRP is an equal employer and doesn't discriminate. Therefore, **NO** applications, whatsoever will be received after the dateline. For directions to the office, call HRP's office phone on **+211 929 663 737**.

NOTE; Hope Reviving Platform is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work. This means Only South Sudanese citizens are eligible for this position.

