



VACANCY ANNOUNCEMENT



COUNTRY PROGRAM OVERVIEW

The overall objective of ALIGHT South Sudan program is to inspire every South Sudanese and provide an enabling environment to unleash abundance! To achieve this objective, ALIGHT implements multi-sectoral programs that include Water and Sanitation, Nutrition, Livelihoods, Protection (GBV) Shelter and Camp Coordination and Camp Management (CCCM). ALIGHT aims to expand its outreach mechanisms and strengthen innovations to provide meaningful and impactful assistance to the affected persons. ALIGHT currently has program activities in Aweil West in Northern Bahr Gazal, Ulang, Nasir, Longechuk and Maiwut in Upper Nile, and Kajo-Keji and Morobo in Central Equatoria States.

PRIMARY PURPOSE OF THE POSITION

The Field Logistics & Supply Chain Officer is a relocatable position to be based in Aweil West. The incumbent is a senior member of our Logistics & Supply Chain teams. The field Logistics & Supply Chain Office will perform his/her duties under the supervision of the Logistics & Supply Chain Manager.

Terms of reference

Job Title: Logistics & Supply Chain Officer- (1 position)

Duty station: Aweil West

Starting date: As soon As possible

Reporting to: Technical: Logistics & Supply Chain Manager

Administrative: Nutrition Project Manager

Duties and Responsibilities

The Field Logistics & Supply Chain Officer is responsible for overseeing the following.

- The position holder is responsible for planning and managing cost effective systems.
- Managing all procurement processes, sourcing, negotiating with vendors, supplier selection and management, maintaining a supplier database, issuing of purchase orders and contracts, reporting, ensuring compliance with Alight procurement policies and donor requirements. Generate procurement reports on time.
- Warehousing management: Responsible for stock and inventory control and generating warehouse reports on time.
- Fleet: The position holder will coordinate and handle vehicle requests from other staff for intown travel and various field destinations. Maintain a logbook





of vehicle movement, mileage, servicing, petrol consumption and general vehicle condition. Perform vehicle daily checks and schedule vehicle servicing and repairs. Ensure vehicles are kept clean and inside and outside, always and that the organization stickers are always visible. Handle annual vehicle inspection and insurance renewal for each vehicle and motorcycle and handle insurance cases of any incidents. Generating fleet reports on time.

- Assets: Ensure all assets are recorded, perform physical.
- IT: Help users troubleshoot technical issues, configure printers and emails for new users. Troubleshoot and resolve network and internet issues and escalate where necessary. On time preparation of IT reports
- Transportation: Assist in organizing transportation of staff and supplies to the field sites. Prepare documentation for staff movement in and out of Aweil. On time preparation of transport reports
- In collaboration with the programme staff, prepare and submit the nutrition commodities requisitions to WFP and/or UNICEF.
- Manage the warehouse in Nyamlel coordination office and oversee the management of the stores at the nutrition sites.
- Coordinate prepositioning of nutrition commodities at the nutrition sites.
- Maintain an inventory of nutrition supplies and compile monthly stocks reports.
- The position holder will ensure that all program activities requiring the support of supply chain units are implemented in a timely manner.
- Perform other duties as assigned by supervisor.

Administrative/Operations Management:

- Provide leadership for management of administrative & operational activities.
- Effectively manage Alight South Sudan assets, facilities, and administrative and logistical services.

QUALIFICATION: EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

Relevant bachelor's degree required in Logistics & Supply Chain Management, procurement Management, Business Administration or equivalent.

Experience, skills, and competency

- At least 3 years' experience with NGOs, companies, or other development/aid agencies in supply chain management in officer level.
- Able to work well in a team and to undertake assigned tasks independently.





- Ability to work productively, impartially, and respectfully in a multi-cultural environment.
- Willingness and ability to work in insecure environment and adhere to ALIGHT security policies.
- Excellent interpersonal communication skills ▪ Demonstrated commitment to helping others.
- Demonstrated discretion and good judgment.
- The ability to maintain confidentiality and respect for clients at all times is essential manner
- Positive and professional attitude, able to organize, maintain composure and prioritize work under pressure and be able to coordinate multiple tasks and maintain attention to detail.
- Ability to work as a member of a team essential.

HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to ALIGHT South Sudan office located in Plot 709 3k-South, Behind Phenicia supermarket, off Ministries Road, Kololo Juba, South Sudan.

Applications can be submitted recruitmentss@WEAREALIGHT.ORG

Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is June 24th at 4:30 pm local time.

“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity”.

