



Norwegian People's Aid

South Sudan



Vacancy Announcement for Acting Logistics and Safety Manager (Leave Cover) Based In Juba

humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs two main programmes: Civil Society Development, and Humanitarian & Resilience.

NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese National Only), for the position of **Acting Logistics and Safety Manager for Leave Cover** based in Juba.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

Under the supervision of NPA South Sudan Logistics and Safety Manager, the Acting Logistics and Safety Manager will oversee warehousing, fleet, assets and facility contracting and maintenance aspects of supply chain for programs in South Sudan. He/she will provide technical oversight, management and capacity building for these logistics functions in South Sudan.

Duties and Responsibilities:

Procurement:

- Ensures strict adherence to procurement policies implemented by the Procurement team.
- Develops and supervises procurement plans for all programs, ensuring their successful implementation.
- Maintains and reviews procurement reports to track progress and identify areas for improvement.
- Collaborates closely with the Logistics and Safety Manager and the logistics teams to ensure alignment with standard operating procedures (SOPs) and policies.
- Provides leadership for planning, direction, control and evaluation of all work associated with procurement
- Manages procurement budget for assigned tasks/interventions as required.
- Plans, directs and manages a wide variety of procurement activities related to the purchasing and contracting of materials, equipment, and services on a competitive basis
- Manages procurement processes and monitoring of contracts, bids, tenders, and purchase orders as per organization and donor policies and procedures
- Ensures a transparent Procurement tracking system and audit compliance filing systems.

Asset Management:

- Implements robust asset tracking procedures to ensure the proper management of NPA assets.
- Takes accountability for the successful release and tracking of assets from storage.

Staff Management:

- Fosters a culture of excellence in human resource management, supporting the development, promotion, and retention of a motivated team.
- Identifies staffing and skill gaps and take proactive measures to fill them and providing day-to-day supervision.
- Conducts regular performance evaluations and provide constructive feedback to support staff development and growth.

- Implements a progressive approach for staff management, ensuring structured growth and development.

3. Any other duties assigned by the supervisor or management:

- Focal point for audits.
- Review and provide feedback on budgets.
- Support the drafting of new projects by providing technical advice and expertise.



Desired Qualifications:

- Bachelor's degree Procurement and Logistics, OR any other relevant field.
- A degree or professional certification in Supply Chain Management, Business Management, or a related field (strongly preferred).

Experiences:

- At least three (3) years of experience managing large multi-site supply chain operations, preferably within an international non-governmental organization (INGO) setting.
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Good communication (written and verbal) skills in English.

Other Qualifications:

- Technical knowledge/skills in ERP system (Strongly Preferred)
- HF/VHF Radio and VSAT user experience & skills
- Strong interpersonal and excellent organizational skills.



Personal Qualities/Skills:

- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
- Analytical, systematic and structured
- Understanding of humanitarian principles and values.
- Demonstrated excellence in training and capacity-building of specialist and non-specialist staff in Supply Chain Management.
- Proficiency in writing narrative and analytical reports using MS-Word, MS-Excel, MS-Access, and related programs.
- The Acting logistics and Safety Manager is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organization in a loyal and responsible manner.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy applications and CVs/Resume can also be delivered to NPA Juba Office on Martyr's Street Opposite UNICEF Office.

Applications submitted after 12:00 noon on Tuesday 10th September 2024, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant

Due to the urgency of the position (Leave Cover), shortlisting will be done on rolling basis.