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Approved  
Logistics  
25/11  
2024

**Windle Trust**  
International

## JOB OPPORTUNITY

**This position is open to South Sudan nationals only.**

Applications are welcome equally from South Sudanese women as well as men.

JOB TITLE:	Logistics Officer, ASEP
NUMBER OF POSITIONS	One (1)
LOCATION:	Juba
Reporting to	Procurement and Logistics Manager, ASEP
APPLICATION OPEN DATE	25 <sup>th</sup> November 2024
APPLICATION DEADLINE	13 <sup>th</sup> December 2024, 4:00 pm South Sudan Time

### I. Introduction

Windle Trust International (WTI) is a specialist educational INGO that has been operating in South Sudan since 2005. WTI is set to implement an 'Accelerated Secondary Education Programme' (ASEP) funded by World Bank under its '**Building Skills for Human Capital Development (BSHCD) in South Sudan**', being administer by the Ministry of General Education and Instruction (MoGEI). The programme targets 5,000 unqualified/untrained, volunteer teachers who will complete a condensed two-year accelerated secondary education cycle and acquire a South Sudan Certificate of Secondary Education (CSE) to enable them to undertake professional teacher education through pre-service, in-service, continuous professional development trainings or a university degree in education.

WTI has extensive experience in delivering educational programmes in Eastern Africa and the Horn of Africa. We envision a world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the social and economic progress of their communities. We recognize that poverty and inequality in society are deepened and driven by illiteracy and lack of skills, and thus believe in the power of education to transform society. Hence, WTI strives to expand access to high-quality education for communities impacted by conflict, displacement, or discrimination.

### II. Job Summary

#### a. Job purpose

Working under the supervision of the Procurement and Logistic Manager, and support from the ASEP project manager, the Logistics Officer (LO) will carry out logistical and procurement duties, including coordinating the procurement of materials and services, managing and maintaining project equipment and assets, providing administrative and IT support for the project team, and maintaining business relationships with suppliers, in line with WTI practices, procedures and policies.



## **b. Key Roles and Responsibilities**

### **1. Project management:**

- preparation of consolidated documents for procurement of goods, works, technical and consulting services
- keeping an effective system for monitoring of procurement process and contract implementation as well as an adequate system to ensure effective management of all procurement information such as supplier database for various supplies of goods, works and services
- tracking progress of supplier contracts
- verification of invoices as per work/purchase order and raising payment forms
- assist in carrying out packing, crating, and warehousing, and storage duties in preparation for site-specific shipment or delivery
- manage and maintain proper inventory or record of all project assets
- managing equipment repairs
- responsible for booking of staff flights on UNHAS (WFP) and other commercial flights to the field sites and outside the country
- fleet management of fleet including service or repair plans.
- Assist in keeping an effective system for monitoring of procurement process and contract implementation as well as an adequate system record keeping system to ensure quick finding of procurement information.
- Assist in collecting market price on a monthly basis for items that are commonly consumed in juba office and field offices.
- Managing supplier database for various supplies of goods, work and service as well as managing supplier's relationship.
- Assist in tracking progress of procurement/contract activities against the plans set forth.
- Verification of contractor's invoices as per work/purchase order and raising payment form
- Assist in carry out packing, crating, and warehousing, and storage duties in preparation for site-specific program and shipment.
- Assist in tracking, receiving, and stocking all items ordered
- Ensure materials are appropriately stored.
- Program the final inventory of materials prior to shipment
- Any other tasks relevant to the position as directed by the line manager.

### **III. Person specification**

#### **a) Required personal qualities**

The successful candidate will be expected to meet the following required qualities:

- Demonstrable and effective administrative and logistical capability and skills.
- The ability to communicate effectively and relate easily with staff, project participants/beneficiaries, Ministry of General Education and Instruction (both at national and state levels).

#### **b) Required professional qualifications**

- Bachelor's degree in business administration, Procurement and Logistics, or similar, with at least 3 years of relevant experience as a minimum expectation. Master's degree with at least 2 years of relevant experience managing educational projects including scholarships in an INGO setup will be an advantage.
- Excellent English Language professional proficiency (both spoken and written).
- Competent computer user, with knowledge and experience of Microsoft Office applications including MS Word, MS Excel, MS Power Point (or similar) and other data analysis software packages, internet and email skills.
- Demonstrable relevant experience in an international nongovernmental organisation.





**IV. How to apply:**

Submit your CV, letter of motivation, certified copies of academic documents and National ID electronically (by email) to [Jobs@windle.org.uk](mailto:Jobs@windle.org.uk) copying [Galdino@windle.org.uk](mailto:Galdino@windle.org.uk) or hand-deliver hard copies to WTI Juba Office located in Juba located at Gudele Road opposite Antipas Pharmacy behind Loggo Petrol Station. Applications must be submitted before or by the **13<sup>th</sup> December 2024**, and no later than 4:00pm South Sudan time. **Applications submitted after this deadline will be rejected.**

**NB: Please indicate on the subject line the position you are applying for.**

**Qualified and experienced females are strongly encouraged to apply.**

Windle Trust International has zero tolerance to all forms of sexual exploitation and abuse, human trafficking, child abuse, child labour, discrimination, fraud and corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated by WTI. WTI will carry out thorough background checks to screen applicants and ensure their suitability for the position, and any pending sexual exploitation and abuse (SEA) allegations or abuse will lead to disqualification or termination of the application process.

**Windle Trust International does not charge any fee at any stage of recruitment. Do not be cheated!** Report any concerns to Management at [Welfare@windle.org.uk](mailto:Welfare@windle.org.uk)

**NB: Only shortlisted candidates will be contacted.**

