



# ACTED

Agence d'aide à la coopération technique et au développement.

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Approved  
54/10/21  
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## TOR LOGISTICS MANAGER.

Location: JUBA  
Advert date: 26/10/2021  
Deadline: 12/11/2021

### Assignment

The logistics manager is responsible for all logistics processes within ACTED, covering supply chain, transport, assets, stock, IT and communications and premises.

S/he ensures that national legislation is adhered to, and that the country specific standards and rules are applied in the aim of protecting ACTED interests and ensuring efficient use of resources.

### Chain of Command

Under the authority of:  
Country Logistics Manager

Responsible for:  
Relevant subordinate members of the logistics department, determined in conjunction with the Country Logistics Manager

### Working Relations

#### Internal:

- HQ (departments of Finances / Audit / Reporting, Logistics focal point)
- Country Finance Manager
- Country Director
- Area Logisticians
- Project Managers

#### External:

- National and local authorities
- International and national partner organisations
- Local suppliers

ACTED is looking for a dynamic, energetic leader with outstanding skills in logistics, particularly supply chain. The ideal candidate needs to have proven managerial skills. The Logistics Manager will provide leadership of the department to ensure all major logistics functions are meeting quality, safety, timeliness, cost, and environmentally conscientious objectives.

### OBJECTIVES

- Lead in all areas of the supply chain.
- Take ownership for different projects and manage direct reports in a fast-paced environment.
- Negotiate prices with service providers.
- Manage and keep inventories.
- Resolve any arising problems and complaints.
- Supervise, train, and coach the logistics workforce.
- Actively participate in growing the department.

## **Functions**

### **1. Supply chain leadership**

- Develop and update accurate procurement plans per project;
- Ensure timely and accurate management of orders to launch procurement processes;
- Lead a fully transparent and compliant supplier selection process, including the maintenance of a supplier database;
- Ensure the development of competitive, quality, compliant contracts;
- Develop and apply mission Framework Agreements;
- Manage all ground and air freight processes to ensure timely delivery of supplies;
- Ensure all supply chain processes conform to mandatory guidelines.

### **2. Transport**

- Ensure the maintenance and repair of the ACTED fleet;
- Ensure access to quality, competitively priced fuel across the mission;
- Manage all ground and air transport processes to ensure timely movement of people.

### **3. Assets**

- Ensure all assets are registered and allocated appropriately;
- Follow-up on all assets within the mission;
- Ensure the maintenance and repair of assets.

### **4. Stock**

- Ensure access to adequate warehousing;
- Ensure the quality of project and support stock and ensure its effective management.

### **5. IT and communications**

- Ensure access to appropriate IT and communications services;
- Ensure access to appropriate IT and communications hardware and software.

### **6. Premises**

- Negotiate a competitive rent and contract for office and guesthouse premises;
- Ensure quality services for office and guesthouse premises;
- Ensure the safety of office and guesthouse premises.

### **7. Department management**

- In collaboration with the Country Logistics Manager, ensure effective management of capital and area office logistics departments;
- Provide technical support and capacity building to logistics department members;
- Quickly and effectively resolve issues and conflicts.

#### **Required qualification /Skills:**

- Degree in Logistics and/or procurement or supply chain management
- Proven 3-5 years minimum logistics management experience.
- Record of successful logistics management.
- Demonstrated ability to lead and manage staff.



- Strong analytical, problem solving, and organizational skills.
- Excellent ability to work independently and handle multiple projects.

### HOW TO APPLY

All applications should be submitted to the ACTED Country Office in Juba (or their respective field bases) by **12<sup>th</sup> November, 2021** or by email to: [juba.hrofficer@acted.org](mailto:juba.hrofficer@acted.org) [almudena.rodriquez-garrido@acted.org](mailto:almudena.rodriquez-garrido@acted.org). and please indicate this reference in the subject line of your email: **Ref: LOGISTICS MANAGER**. Or you can submit hard copies of your application to ACTED Office Located at Hai Cinema: Plot No. 64, Block AXII next to concord Hotel.

Applications should be submitted in English, and should include:

- Detailed CV
- Cover letter
- Photocopy of all university degrees
- Photocopy of National ID
- Photocopy of work certificates related to past job.



Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.

Application materials are NOT returnable; therefore, applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply.

