



Job Title: Logistics Officer (Relocatable)
Work Location: Leer County, Republic of South Sudan
Job Holder Reports To: Project Support Manager

Overall, Purpose: Working as an important member of a diverse team, the Logistics Officer will support Med air's activities in Leer by ensuring the smooth running of warehouse and facility activities on the base.

Project Overview: Medair's goal in Leer County is to reduce morbidity and mortality to vulnerable refugee and host populations through the provision of emergency water, sanitation and hygiene promotion and health care services.

Major duties and responsibilities:

Procurement

- Carry out the day-to-day programme procurement as per Medair's procurement procedures including requesting for quotations, comparative bids analysis, raising and issuance of POs, follow up on the POs for full delivery of supplies, receipt and verification of supplies and back-order follow ups.
- Ensure that all procurement related documents are uploaded on Medex system/SharePoint folder at the right time including contracts, PRs, invoice, Proof of delivery/WB etc.
- Prepare payment disbursement forms for due payment of suppliers and contractor.
- Ensure all supporting documents required for different procurement procedures are available in the Medex system.
- Conduct market surveys of regularly purchased items in line with programme needs and update standard price list.
- Undertake procurement process of construction works and ensure that all relevant steps and documents are availed and archived on Medex.
- Maintain up to date information of supplier database and ensure that relevant information is filled properly Update and regularly monitor supplier contact management sheet and ensure that all contract information is up to date.

Warehouse management

- Provide oversight of the project warehouses on Medair's compound in support of WASH, Health, and Nutrition, MHPSS Operations.
- Ensure warehouse is orderly, well ventilated, temperatures are monitored regularly and always observe the outlined maintenance schedule.
- Ensure proper storage of supplies at the warehouse as per the shelving policy and according to the defined storage conventions.
- Ensure accurate and efficient procedures are maintained in the warehouse, particularly in the areas of stock management i.e. use of appropriate records and templates, use.
- Ensure accurate and timely recording of all supplies/goods received or issued in the warehouse as per the supplier waybills/RoGS and as per the supply's requisitions.
- Follow up with corresponding locations/destinations to ensure that supplies are received as per waybills and that they are duly signed and returned on a timely basis. Any variances thereon should be reconciled or explained cohesively.
- Conduct monthly physical inventory and ensure any variances have been fully reconciled.
- Provide timely monthly stock reports to the LM and PMs. Such reports should show end of the month stock levels and include movement reports.
- Coordinate with the Project Managers by notifying them of stock arrivals, stock levels, short expiries etc. Ensure all supplies with short expiry are dispatched on a first out basis.

- Together with PSM and project managers, determine the minimum stock levels and follow them to determine delivery schedules and timelines.

Archiving and documentation

- Ensure accuracy by checking all dispatched supplies waybills to confirm that they are in line with the approved stock requests from programs.
- supervise and make sure waybills of dispatched goods are signed and acknowledged by the recipient destination and returned to the office as soon as possible!
- Make sure waybills and stock requests are archived in a physical file in the cabinet and scan copies are uploaded in the server in a timely manner.
- Regularly update the waybill tracker sheet and make follow up of outstanding waybills from the facilities.

Facilities Management

- line managing Log Assistant, Storekeeper, Drivers, Mechanic, Security guards /casual guards, this includes work scheduling, performance management, monitoring overtime, tracking holiday, sick offs and staff planning.
- Manage and coordinate the Leer base support functions, including daily food procurement for staff on base.
- Manage the base warehouses to ensure there is enough food and facility supplies at the base.
- Responsible for the weekly budget tracking for Leer base costs relating to facilities, supplies, labor and team food purchases.

Vehicle management

- Incidence reporting in case of any accidents.
- Submit Field Fleet Reporting Tool and fuel disbursement on monthly basis.
- Manage vehicle movement to various field site locations and allocate the drivers daily duties on the specific locations.
- Submit spare parts, vehicle maintenance PRs on timely manager.

Asset Management

- *Equipment inventory checks* – Verification of all the assets in Leer base and entries done in Portfolio, loss reports raised.
- *Adjustment of any assets on portfolio on repair, out of the base or given out to another sector*

Communication

- Maintain a transparent, honest, and supportive communication structure with colleagues to ensure they are kept informed of applicable logistical activities and requirements.
- Develop and maintain positive relationships with suppliers, local authorities, other NGOs, and any other stakeholders, representing Medair and ensuring good co-operation and partnerships.

Delegated Responsibilities

- Compliance of logistical activities with Medair, donor, national and international requirements
- Implementation of robust systems to ensure the physical security of the base(s) and to prevent the theft of Medair assets and equipment and the fraudulent use of Medair resources.



Person Specification		
Qualification / Experience	Essential	Desirable
Vocational qualification	Degree/ diploma in Business administration, procurement management or equivalent professional /technical qualification Driving License and experience of driving 4x4 vehicles	Professional qualification in business administration /Logistics
Work experience	3 years post-qualification professional experience	Experience in humanitarian setting



	Work experience in logistics, preferably in an NGO setting	
Languages	Good English (spoken and written)	Ability to speak, or willingness to learn, local language
IT	Very strong computer literacy with good working knowledge of Microsoft Excel, Word and Outlook	Experience with stock management systems

Competencies	Essential	Desirable
Motivation	Strong Christian commitment Enjoys a challenge and works hard to achieve objectives. Solution-oriented approach	Enthusiastic, compassionate, self-motivated, energetic, autonomous
Team building	Team-player with good inter-personal skills Good inter-personal skills	Previous experience of living and working in a multi-cultural team Encouraging, supportive
Adaptability	Capacity to work under pressure and manage personal stress levels. Creative, open-minded, flexible, self-learner Can prioritize work to meet deadlines. Able to cope with basic living conditions in the field and during field trips	Willingness to be stretched professionally, personally, and spiritually
Technical expertise	Good Communicator Problem solving ability. Competent with administrative tasks Commitment to best practice Quick learner with practical, precise approach Attention to detail	Technical understanding of mechanical and communication equipment Good numerical and report writing skills
Management leadership and	Able to make decisions within a consultative and supportive framework. Respectful, accountable, honest	Able to motivate others. Experience in coaching and training
Areas of expertise	Procurement, Logistics, Supply Chain, Office Administration, Fleet, IT	

Work conditions: This is a field-based position and working and living conditions may be very different to that previously experienced.

Application deadline: 03rd / February 2025 at 5:00 PM.

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience, and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan** - Bilpam Road, Hai Tong Ping or e-mail: recruitment-sds@medair.org.

