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Approved by  
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21/02/2024

<b>Job Title:</b>	<b>Logistics Officer</b>
<b>Location:</b>	<b>Abyei / Agok</b>
<b>Recruitment Type</b>	<b>Local/Relocatable</b>
<b>Reports to:</b>	<b>Area Coordinator &amp; Logistics Manager</b>
<b>Posting Date</b>	<b>21<sup>st</sup> Feb 2024</b>
<b>Closing Date</b>	<b>12<sup>th</sup> March 2024</b>

### General Programme Description

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programs, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security, and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to working by and fulfilling our core values of Humanitarianism, Respect, Integrity, Partnership, and Courage.

### Job Purpose

- The Logistics Officer is responsible for managing the base support staff and base management of all GOAL Abyei/Agok ensuring that all functions within the Abyei/Agok base are managed correctly and that all logistics tasks are carried out in compliance with the GOAL and donor requirements.

### Main Duties & Responsibilities

#### Staff Management

- Directly Managing logistics Assistants, storekeepers, cooks, cleaners, guards, and drivers
- Do regular appraisals of staff's line managed.
- Request for casual labor and temporary staff to fill in staff gaps.  
Management of Subordinate staff leave planning
- Management of Subordinate staff timekeeping
- With the FOM/ Logistics Manager (and HR where necessary) coordinate all staff issues arising from subordinate staff
- Ensure all security guards are provided with the necessary equipment (phone, torch, rain gear)

#### Procurement

- Generate Procurement Requests where required and submit them to the Field Operation Manager for signing off and for onward procurement processing.
- Justify any authorized floats utilized every Friday.
- In coordination with logistics assistant make a procurement plan for compound stocks.
- Do Procurement Requests for loading and offloading cargo planes and trucks, contracts, and payment.

#### Stock and Asset Management

- Providing effective and timely logistics support for Assets, Stores, and Premises Management
- Directly managing fuel and nutrition DIK store responsible for receipt, storage, dispatch, and reporting.
- Ensure all assets received from Juba have an asset number and are engraved properly
- Manage the movement of all assets to be repaired; fill out the equipment repair form before sending any equipment/asset to Juba and follow up.
- Ensure that disposal/damage loss report for assets is filled in and followed through to closure.
- Implementation of all stores management procedures and associated documents in line with the GOAL Logistics Manual;
- Educate and coach relevant staff in stores management systems and standards;





- Responsible to manage the logistics stock, including the stationary store, and ensuring that the warehouse is clean & tidy at all times.
- Fill, for all movement of goods in and out of the stores, all documentation according to the GOAL Logistics Manual
- Monitors that all stores are kept clean and ensures these are locked at all times and no materials are missing.
- Monitor the minimum stock levels if applicable and take action accordingly
- Ensure Internal Requisition Forms (IRFs) are completed for all items requested from stores
- Do weekly fuel stock report every Friday Report on any losses in all stores. Update programs on every receipt which come to the compound **and** share stock movement sheets (SMS) weekly with program staff, management, and others as required.
- Compile SMS for all stores and submit to FOM every month before the 5<sup>th</sup> of each month.
- Compile and maintain a separate inventory list for operations consumables and share it with the FOM and AC every month for planning purposes.
- Participate in 100% stock counts
- Carry out asset checks at the end of each month.
- Report on asset losses and damages.
- Plan space for all incoming stocks.
- Report on expiry dates to programs for proper planning
- Update the FAR as directed by the Logistics Manager.



#### Resource Management

- Assure the good condition of the premises.
- Ensure that the compound has necessary utilities which include soaps, tissue papers, water
- Responsible for hygiene and tidiness in and around the premises and the disposal of waste in an environmentally responsible manner (guidelines will be given by the AC)
- Ensure regular health and safety checks are carried out of the offices (eg fire extinguishers, fire/smoke alarms, fire evacuation procedures, fire blankets, first aid kits, drinking water, garbage disposal, repairs & maintenance, etc) and all health and safety equipment in place and operational in liaison with the AC and FOM/Logistics Manager
- Manager housekeeping and compound cleanliness. Ensure there are always cleaning materials
- Ensure that DSTV and the Base VSAT connections are always fully paid up
- Directly Manages cooks, cleaners, guards, and drivers.
- Ensure that all rooms and toilets are checked and cleaned, and clothes for GOAL staff and guests are washed.
- Discuss with the AC and Logistics Manager all possible maintenance or rehabilitation works needed.
- Monitor all local works to ensure compliance with contract terms and conditions and provide progress and issues reports to the AC and Logistics Manager.
- Have regular meetings with cleaners, cooks, guards, storekeepers, and drivers
- Do regular performance evaluations of subordinates.

#### Generator

- Ensure that the generator is in running condition at all times.
- Develop and implement a maintenance schedule for Generator repairs.
- Ensure regular maintenance and a fuelling schedule are in place and monitored.
- Raise OQRFs for generator spare parts and oils and submit.
- Report on problems of the generator.

#### Fleet Management

- Maintenance / well-functioning of all equipment that relates to the field office
- Make sure all the cars and boats are regularly filled with fuel.
- Ensure there are enough stocks for service.
- Plan on the maintenance schedule of fleet
- Check fleet log books every Friday to ensure the completeness of information entered.



#### File Management

- Maintain all folders in an orderly fashion, including
- Generator Log Books
- Fleet mileage log books
- Stock cards file
- Staff Time Sheets

#### Requirements (Person Specification)

- Degree or Diploma in logistic & supply chain management, logistics & Procurement management
- Knowledge of stores & warehouse management is an added advantage.
- Not less than 2 years of experience as a boat driver preferably with an NGO...
- Good command of the English Language.
- Motivated, hard-working, and trustworthy
- Flexible and willing to support others
- Excellent coordination skills

#### Equal Opportunities

GOAL does not discriminate because of ethnic background, color, age, disability, marital status, religion gender. **Interested and qualified females are strongly encouraged to apply.**

#### Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury, and any other harm. One of the ways that GOAL shows this ongoing commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

#### Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures concerning safeguarding, code of conduct, health, and safety, confidentiality, do no harm principles, and unacceptable behavior protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about the inappropriate behavior of a GOAL staff or partner.

#### Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) . **Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba with the Job title Roving MEAL Officer-Juba
3. Note, this is a national recruitment for South Sudanese citizens only.

