



Vacancy notice

Advert opens 29<sup>th</sup> November 2019

## Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women, Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Logistics Officer as detailed below.**

**Position:** Logistics Officer

**Based Location:** Torit

**Number of positions:** One (1)

**Reporting Lines:**

The Field Logistics Officer reports to the Program Manager based in Torit field office.

**Purpose of the position**

To provide logistical and fleet management support at the Torit Office



## Key accountabilities and Responsibilities

- Assess and organize logistics in terms of transport requirements, receipt, handling, storage and distribution of program supplies and establishes proper warehousing and recording systems including assets;
- Procurement: make detailed procurement plan with program staff to determine appropriate specifications of required items.
- Follow-up on procurement process (seeking quotations, Comparative Bids Analysis, forwarding invoice with supporting documents to finance team, etc.) according to established guidelines and procedures and in coordination with Logistics Manager and the Programme Manager.
- Receive and properly account for items transferred to the field and verify with the waybill and goods received note, and in case of loss or damage follow up with the supplier and/or the Juba Logistics and Procurement Manager.
- Devise methods of stock control closely monitors warehousing management, and regularly submits situation reports on received and distributed stocks, equipment and prepositioned goods.
- Manage the warehouse activities and submit a monthly report on the warehouse quantity levels per description and item and advice on the upcoming activities outlined for the field.
- Conduct an assessment test of prospective drivers for recruitment and submit results to the Logistics Manager for consideration and advice.
- Ensure authorized driver are oriented and adhere on driver's rules and regulations and vehicle policy. Report any driver's misconduct and non-adherence to the procedures.
- Manage the routine vehicle/ ambulance inspections and conduct spot checks to ensure quality maintenance of the vehicle and report any unreported defects.
- Coordinate the vehicle/ambulance dispatch and allocate the travels as per the staff request and batch the request when necessary for cost and time effectiveness. Ensure that the daily dispatch white board effectively being utilized and records current whereabouts of each movement.
- Ensure to be updated exactly which vehicles are doing what, with which driver, where, with whom, from ETD (estimated time of departures) until ETR (estimated time of return) establishing communication web within drivers and the office.
- Evaluate and respond to the feedback from drivers about changing field security conditions, missions and requests of departments in the field. Update the Juba Office on any crucial security issues to be given attention to.
- Timely alert the Juba office to process the vehicle license registration and insurance renewals. Ensure to follow-up and update the vehicle to standard document regulations on timely basis prior to the expiry of the current license and insurance cover.
- Promptly follow up on vehicle/ambulance accident reports and police report and submit complete documents to the Juba Office for claims processing with the insurance service providers within the stipulated time.
- Timely manage vehicle release complaints from the staff, record and advise the Logistics Manager for addressing and managing the driver's services.
- Ensure to verify that the vehicle/ambulance are equipped with the standard requirement and accessories i.e. fire extinguisher, spare wheel and the panic button is appropriately installed at a safe position.
- Analyze the logbooks and prepare the vehicle returns which include fuel usage analysis and vehicle operations cost. Submit original fuel receipts to the Finance and Admin Officer for the office finance returns and the copies to the Juba logistics Office together with the logbook analysis and returns for review and filing in the Vehicle File.
- Follow-up with service providers and suppliers to submit invoices for payment as per the delivery note and/or service provided.
- Prepare the received invoice for payment by attaching the relevant support document including the purchase order and the contract of service.
- Ensure that all received invoices are registered in the invoice register and forward to Field Finance and Administration Officer for processing and payment or submitting to the Juba Logistics and Procurement Manager for Processing.



- Timely managing logistical submitted complaints and queries from the staff, record and advise the Programme Manager and Logistics Manager for advice to address and give feedback.
- Manage the running efficiency of the office generator and conduct the service maintenance. Update and submit the generator logbook with the generators run time and fuel consumption.
- Manage and supervise the cleaner performance and ensure the cleanliness and tidiness of the office and the office grounds.
- Ensure that the office consumables inventory management system is in place and the minimum level of stock quantities maintained and orders to refill are timeously done. (I.e. teas, coffee sugar and the printer toners and cartridges).
- In-charge with the office and assets repairs and maintenance and ensuring that all office building reports are recorded and addressed through the Field Programme Manager.
- Report defects of the guest house to the landlord for prompt repairs (security lights, generator breakdowns, compound cleanliness etc.).

#### Qualifications and skills

- Minimum expected qualification Degree in Logistics Management and/or Business Administration.
- At least three years' relevant work experience in logistics and fleet management
- Strong analytical and problem-solving skills
- Strong organizer of one's own work, setting the right priorities
- Be diplomatic, culturally sensitive, result-oriented, innovative and a strong team player
- Excellent in customer service and service delivery
- Excellent English writing and communication skills
- Strong computer skills.
- Preferably good knowledge about South Sudan context
- Strong networking skills.
- Ability to multi-task.

#### Further information and how to apply

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.

**e.g. CSS04/11/19 Logistica Officer–Torit**

**or**

Applications can also be hand dropped at Cordaid Juba office and Cordaid Torit field office to the attention of the **Human Resource and Administration Manager – Cordaid Juba South Sudan Country Office**.  
Deadline for submission is by the **18<sup>th</sup> December 2019**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply  
Only shortlisted candidates will be contacted.

**An integrity check will be part of the recruitment procedure. All applications submitted cannot be returned.**

