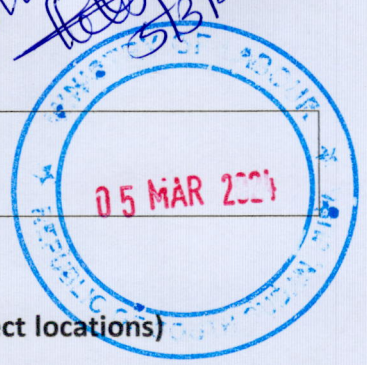


Approved
SO-H-3
MOL
S/Inspector
R. G. H.
05/03/2024



JOB ADVERTISEMENT

LOGISTICS SUPERVISOR

Duty station: **UNITY STATE/RUBKONA (with frequent travel to Project locations)**

Number of positions: One (1)

Date Issued: 05/03/2024

Category: National Staff Posting

I. Presentation of organisation:

SOLIDARITES INTERNATIONAL is an international humanitarian organization which provides aid and assistance to victims of war or natural disaster. For over 40 years in actions have focussed on meeting three vital needs: water, food and shelter. Solidarites International has been present in South Sudan since October 2006 and the mission currently consists of both emergency and post emergency programs.

Goal / Purpose:

- The logistics Supervisor supports the logistics Manager in implementing and supervising all logistical activities at his/her assigned base.
- In particular, he/she lends support to carrying out urgent activities, filing and archiving logistical documents.
- He/she manage the logistics Officer and temporarily takes on the basic tasks of the logistics officer in their absence.

II. Responsibilities and Tasks:

Management of supplies

- Update price lists and vendor databases in Link / Draft market analyses of the area
- Raise all PLs in Link related to Logistics purchases within his/her base
- Control and ensure Solidarités International purchase procedures are respected

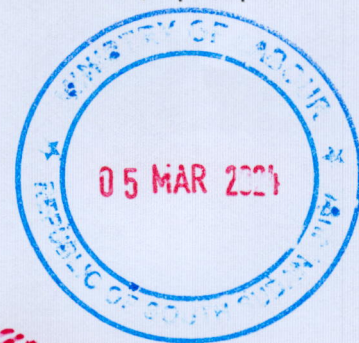
- Verify and process quote requests and PLs raised by the program teams in Link
- Compose and archive purchase folders / Make sure all documentation is completed for any purchase
- Implement purchases, monitoring adherence to validation regulations and procedures.
- Negotiate prices, deadlines and methods of delivery.
- Ensure that relationships with suppliers are monitored
- Ensure a constant communication with financial department

Management of vehicle fleet

- Assist in the planning and execution of maintenance and repair work on mission vehicles
- Draw up the vehicle schedule/planning
- Ensure that a complete breakdown kit is available on board for all vehicles
- Check that vehicle log books are in place and are used correctly
- Assist in monitoring and consolidating fuel consumption and miles travelled for all vehicles
- Prevent misappropriation of petrol and spare parts
- Monitor and check the administrative documents for all vehicles regularly
- Make fuel consumption report at the end of the month to the Logistics Responsible
- Ensure that his/her workspace and equipment are kept clean
- Create a precise inventory of parts and lubricants required for upkeep, maintenance and/or repair, and participate in preparing the quotes relevant to these parts.
- Identify suppliers and garages for the purchase of parts and consumables and for fulfilling external services/interventions.
- Deliver all used parts to his/her line manager to be destroyed
- Assume responsibility for safety in and around vehicles, and of materials, parts (used or new) and lubricants used during his/her work
- Organize the storage of parts and consumables Supervise and carry out maintenance, upkeep and repair of vehicles, generators and motor-pumps.

Management of equipment/telecommunications

- Assist in installing and securing materials
- Assist in monitoring and maintaining materials
- Organize training sessions in the use of means of communication
- Update equipment follow-up tools.



Management and monitoring of IT equipment

- Update antivirus software
- Provide teams with adequate means for data backup
- Ensure the maintenance and correct use of IT equipment

Management of supplies

- Supervise the maintenance and securing of warehouses
- Support the logistics Responsible in carrying out stock checks and physical inventories
- Update stock report and park statement follow-up regularly

Human resource management

- Assist in the recruitment process and in evaluating the members of the logistical team
- Establish team schedules in conjunction with the logistics officer
- Ensure or assist with logistical training.
- Manage Logistics Officer on daily task

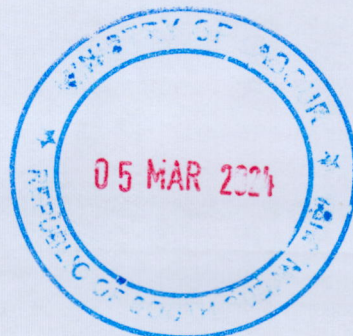
Security

- Ensure to follow-up on going context and communicate with the team in case of any important information
- To ensure security protocol of Solidarites International procedures

The list here above is not exhaustive, and you could be requested to perform other tasks according to the need of your line manager.

III. Preferred Skills:

- Degree in logistics and procurement
- Ability to work under stressful conditions, tight deadlines and sometimes odd hours as required
- Must be capable of working both individually and as part of a team
- Ability to work effectively in a fast-paced, stressful environment
- Must be flexible, willing to perform other duties and work irregular hours
- keeping an adapted behavior
- Excellent project monitoring and quality control skills
- problem and conflict resolution skills
- Excellent communication, coordination and facilitation skills
- Sound technical understanding of the programmatic demands of LOGISTICS
- interpersonal skills: reliable, honest, accountable, team player, good prioritization of tasks
- Fluent spoken and written English is Mandatory. Arabic and Nuer Language is an asset



Line manager: Log/Admin Manager

Contract: fixed-term contract of 6 months' subject to funding.

Working hours: From Monday to Friday 7:30-4:30PM. As an executive job, some flexibility can be expected from the employee.

Basic salary: according to SI salary scale

Position open to applicants nationwide, local applicants (Rubkona County) are highly encouraged to apply.

Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarités International office** at Hai Cinema, Juba, or Solidarités International's office in Rubkona (Humanitarian Hub), Malakal Humanitarian Hub, Solidarités International's Office in Melut, Renk, and Kodok.

You Can as well send your application on the below email,

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Deadline for submitting applications is: 22/03/2024. Due to the Emergency nature of the position, Applications will be checked on daily Basis. Any Application sent after this date will not be considered.

Women with the required skills are highly encouraged to Apply.

Only qualified candidates will be contacted.

