



PLAN INTERNATIONAL SOUTH SUDAN
JOB ADVERT

Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

Plan International South Sudan is seeking to recruit dynamic and suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies (2)

Job Title:	Logistics Officer – Temporary Contract
Department:	Supply Chain
Reports to:	Supply Chain Specialist
Location:	Juba.
Position start date:	ASAP
Contract Duration:	Two (02) Months

I. Job Summary

Under the supervision of the Supply Chain Manager, the Logistics Officer’s primary responsibilities are: inventory management/warehousing management, asset management, Procurement and reporting any incidents immediately to the Supply Chain Manager.

“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”

II. Key End Results and typical Responsibilities:

- Tender Panel secretary with responsibility of taking tender panel notes.
- Create SAP purchase requisition as the requestor specifications.
- Prepare tender documents in line with approved purchase requisitions.
- Prepare proper documentation for procurement of goods and services where procurement procedures are not followed. Prepare waivers and derogations where necessary.
- Receive procurement requests with correct specifications, budget lines and delivery dates and delivery location.
- Gather information about alternative procurement options in order to aid in deciding on the sources of required goods and services.
- Invite request for quotations from suppliers based on the submitted procurement requests and specification.
- Prepare of canvass sheets based on received quotations from suppliers. Submit canvass sheets to the concern Program Managers for review and approval for purchase.
- Prepare and complete purchase orders based on selected suppliers.
- Procure goods and services within the approved budgets.
- Create SAP purchase order as per the approved purchase requisition.
- Work with other team members for the timely receipt of purchased items and ensure they are inspected and supplied as per the specifications.
- Post SAP GN for the procured items are after the concerned requestor have signed for receipt of the same.
- Open respective procurement file as per procurement requests and ensure at all times the files are accessible and complete for audit purposes
- Observe the donor requirements and also Plan Operation manual –Logistics & Procurement all time.
- Prepare purchase requisition tracking report bi-month.
- Prepare tender update and submit to Logistics & Procurement specialist for review and inputs.
- Filling all the procurement documents respectively.
- timely dispatched the field operation areas.
- Dispatch goods to field operation areas.

Dimensions of Role:

- Report to the Supply Chain Manager
- Responsible for providing skill transfer to at least Storekeepers through coaching
- Responsible for Logistics, vehicle management, Asset management, warehouse and transport management for the CO and field locations.
- Budget responsibility limited to area specific matters

Records and Warehouse Management

- Ensure the warehouses commodities are recorded, coded and regular inventory is taken.
- Ensure systems for documenting, loading and off-loading of in-coming and out-going items in the warehouse are put in place
- Make sure that the relief goods are safe and arranged orderly inside the warehouse
- Ensure maintenance of updated inventory records along with necessary reference documents.
- Oversee weekly accounting of the goods and report to the field locations.
- Oversee carrying of monthly stocks counting and record reconciliations and report to Supply Chain Manager and FAM/FAC/PIA in the sub-offices.

- In consultation with Commodity Tracking Officer and Storekeepers develop a material tracking system to track movement of goods and materials in and out of the warehouse.
- Ensure goods and materials in the warehouses are stored according to the donor's requirements and regulations.
- Monitor to ensure compliance with FIFO and other systems depending on the needs and nature of the goods and any damaged materials are separated from the sound stock at all times.
- Seek proper authority for disposal of damaged goods and materials and ensure correct disposal procedures are followed when disposing the damaged materials from the warehouse.
- Ensure safety and security of the warehouse at all times.

Asset Management

- Ensure adequate maintenance of the fixed asset register and stock inventories
- Ensure proper asset tracking, documentation and reporting as per the Plan Policy
- Coordinates the annual physical verification of assets
- Coordinates the asset disposal process

Dealing with Problems:

- Working effectively with multiple cultures and languages
- Handle conflicting logistics priorities and ad-hoc requests at times, in the best interest of the organization.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Analyse different logistics context to put in place systems and resources for teams to operate efficiently and effectively.
- Working in an environment where rapid change might suddenly alter priorities

Communications and Working Relationships:

Internal:

- Supply Chain Manager and Team
- Country Finance, HR and Resource Mobilization Teams
- Global Assurance Team
- Other Plan staff

External:

- Project/Program partners
- Local government authorities
- Service providers and vendors
- External Auditors
- Communities, CBOs and Local NGO

Knowledge, Skills, Behaviours and Experiences required to achieve role's objectives:

“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”

Knowledge

- University degree. Preferred in Supply Chain Management, Business Administration, Transport or related field.
- 2-3 years of professional work experience in logistics management in a humanitarian setting
- Demonstrated capacity for self-organization.
- Experience in managing day to day interactions with contracted external service providers and analyze their performance.
- Ability to be proactive, prioritize, multitask, and perform efficiently and effectively with individuals in a fast paced working environment
- Ability to identify potential problems before they occur. Proactive in preparation and uses initiative in response

Skills

- Strong negotiation, facilitation and influencing skills
- Strong analytical and problem solving skills
- Computer literate in the use of relevant software and other applications
- Excellent verbal and written communication and presentation skills; in English
- Excellent mathematical skills and attention to detail.
- Excellent interpersonal skills, including the ability to build relationships with colleagues at distances;

Behaviours

- Able to deliver during tight deadlines.
- Able to understand and commit to the mission, vision and values of Plan.
- Able to work effectively with others (a good team player).
- Self-driven, organized and results-oriented.
- Focused and strives for high quality delivery of programs.
- Cross-culturally agile and gender sensitive.
- Aware of own strengths, weaknesses and pro-active in using feedback to promote self-development.
- Aware of the impact of his/her actions on others and able to create a positive work climate.
- Creates strong sense of purpose within team and to stakeholders
- Holds self and others to account to deliver on agreed goals and standards of behaviour

Physical Environment and Demands:

- As first line for deployments, the role requires travels/deployments to insecure and remote places.
- South Sudan is considered as an unstable security environment with on-going insurgency and civil disruptions.
- The post holder will be based in Juba with at least 40% travel in Plan South Sudan program locations

Level of Contact with Children:

Low contact: Occasional interaction with children.

Physical Environment and Demands:

- Post-holder must be willing to travel at least 50% and in difficult terrain
- He may be required to work for long hours to meet specific deadlines

- Office & outdoors - Some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, confined spaces.

How to apply

All applications clearly marked Application for the Position of “Logistics Officer” should be addressed to:

The HR & OD Business Partner
Plan International South Sudan
Hai Cinema

Or you can submit via this e-mail address hr.ss@plan-international.org

The deadline for applications is Wednesday 4th December 2019 5:00 pm. *NOTE, due to the urgency of the position, we will be reviewing the applications as they come and interviews may be done before the closing date.*

Note: Applications submitted are non-returnable

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are highly encouraged to apply.

