



JOB ADVERTISEMENT



50.4.3
Approved
Labour HQRs
[Signature]

Job Title:	Logistic Manager
Location:	Juba
Supervises	Logistic Officers, Fleet office, Cargo & Warehouse Assistant
Reports to:	Systems Director
Posting Date	4th September 2023
Closing Date	22 September 2023

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 programmes, 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 work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose

The purpose of this role is to oversee and be accountable for the implementation of sound logistics practices by the GOAL South Sudan team both at country and field office level. This includes providing effective and timely logistics support to all programmes, ensuring that all logistics tasks are carried out in compliance with GOAL policies and procedures, relevant donor requirements and government regulations and in the spirit of obtaining best Value for Money (VFM), improving logistics systems that are in place and amend as necessary; ensure that country and field offices are adequately set up whenever need arises, conduct regular supervision visits to the field to ensure good co-ordination and ensure staff have the necessary tools and support to carry out their work, building the capacity of and support training to all logistics staff and management team on the GOAL Logistics Manual and to oversee the completion of and timely submission of the required logistics reports.

The Logistics Manager is expected to be field focused, ready, willing, and able to support the team in emergency response, capacity building and programme implementation.

Main Responsibilities

Coordination, Information Sharing and Management:

- Providing effective and timely logistics support to all country programmes.
- Ensuring that all GOAL logistics tasks are carried out in compliance with the GOAL and donor requirements.
- To familiarise self and comply with all the policies outlined in the GOAL Field Logistics Manual and relevant donor requirements.
- Ensure that staff understand and follow GOAL logistics management processes and practices.
- Implement, train and coach the logistics team on effective logistics systems for the effective management of the logistics function across the organisation.
- Effective relation management of the internal stakeholder under Programmes, Logistics, Procurement, Finance, HR, Compliance and Systems for the effective provision of logistics services





- In liaison with the Systems Director to liaise with HQ Procurement/Logistics on country logistics related matters.

Fleet Management

Supervise the Country Fleet Officer and ensure all transport requirements are being met.

- Ensure that all aspects of driver and vehicle policy are implemented and adhered to.
- Ensure that all vehicle movements are well planned, and plans are adhered to.
- Ensure that checks related to safety of vehicles are carried out on a regular basis.
- Ensure that a generator, vehicle /motorbike/quadbikes and boats maintenance plan is in place and executed to set standards across the organisation.
- Ensure that timetables are in place for renewing of insurance/taxation/road licences etc. and that vehicles comply with relevant legislation at all times.
- Ensure that fleet usage is controlled and monitored (including fuel usage, etc.)
- In liaison with the Safety and Access Manager, to ensure the security of the country fleet.
- To co-ordinate with the programme coordinators to ensure that the transport requirements of programmes are being met
- To strictly maintain vehicle daily logbooks.
- Ensure that GOAL South Sudan fleet is enough for the daily operations in support of programme objectives.
- Ensure that vehicle equipment is provided as per GOAL specific standard and security requirements.
- To liaise with and make recommendations to the Systems Director regarding the repair and maintenance of vehicles and to develop a vehicle replacement plan.
- To monitor and evaluate fuel consumption and vehicle maintenance and repairs and make suggestions to the Systems Director for improvements.
- To analyse the cost and efficiency of the GOAL fleet and make recommendations for improvement and for budget planning.
- To ensure that all safety and security procedures and measures according to GOAL logistics manual are exercised and those which are specifically required for within field locations.
- Ensure GOAL vehicles, communications equipment and drivers meet GOAL safety and security standards.

Stock and Asset Management

Supervise the Logistics Officer in Juba and ensure effective stock and asset management across all field offices:

- Ensure that all procedures and documents pertaining to Asset Management and Stock Management as per the logistics manual are in place and being followed.
- Coach relevant staff in asset and stores management systems and standards.
- Maintain and update the online Fixed Asset Register (FAR) App and Stock Monitoring Sheet (SMS)
- Ensure that stock, inventory, and asset lists are updated regularly across all field sites and there is a functioning system in place for asset and stock planning and replenishment.
- Ensure all assets are tagged with asset code in line with GOAL asset management policy.
- Ensure that all relevant reports are compiled, reviewed, and submitted on time.
- Ensure all organisational assets and premises are insured, timely insurance of newly acquired assets and settlement of claims by the insurers.





- To ensure that all goods received/stored and in transit by GOAL are recorded in GOAL standard templates and are stored and handled as per GOAL logistics manual procedures of safety, security, accountability and transparency.
- To ensure that monthly stock checks are carried out in accordance with GOAL policy and South Sudan SOPs.
- To produce a monthly report to the Systems Director on stock holdings over 120 days and or closed programme stacks
- Review the supply chain periodically to ensure that GOAL policy is being complied with and the goods are being received and recorded correctly.
- Ensure that the online FAR is maintained in accordance with GOAL policy and that a rolling disposal plan is in place.

Premises management

Supervise the logistics officer in Juba and ensure effective premises management across all field offices:

- Management of all logistic aspects related to office premises in all locations through close supervision and planning with the Logistics Officer, Area Coordinators, and field logistics officers.
- Oversee all rental property contracts ensuring compliance with all terms, liaison with landlords in accordance with the contract and timely, accurate preparation of all internal documentation for payments, reviews, and renewals.
- Technical support in premises management for all locations.
- Implement generator management system - including system of Total Cost of Ownership, and mechanical efficiency analysis.
- Follow up and ensure adequate provision of power in all premises, including power back-up systems and generators.
- Ensure adequate provision of utilities in all premises and that bills are settled in a timely manner.
- Ensure good occupational safety is applied to the general working area, encouraging, and supporting the staff in raising issues and identifying / reporting all health and safety hazards.
- To ensure that individual generator logbooks are completed properly, and all the costs associated to maintenance, repair and running a generator are in place and practiced.
- To compile an individual generator monthly summary sheet and Annual Generator report as per the schedule established and report on this to the Systems Director
- Ensure that expatriate housing is safe and habitable upon signing of lease and that it meets all security requirements.
- Respond to issues or concerns raised by staff regarding the condition of GOAL office or expatriate housing.
- Ensuring that basic facilities, such as electricity, water and heating, repairs and maintenance are well-maintained; this is including cleaning services.

Financial & Administrative management

- Ensure the contract database and framework database is updated accordingly, reconciliations are completed monthly with complete paperwork for payments being submitted to Finance on a timely basis.
- Ensure that relevant contracts and framework agreements are in place, monitored and renewed on a timely basis.
- Ensure that there is a functioning system for transport and accommodation bookings for staff movement.

GOAL 





- Ensure that the logistics filing system and record keeping is in line with GOAL guideline and policies.
- Responsible for Juba core cost budget and equipment budget and supporting the Systems Director in review of field offices core cost and equipment budgeting.
- Complete assessments of all field offices on a regular basis (minimum quarterly) to ensure that logistics systems are being implemented.
- Work with Internal Controls to ensure all audit issues are addressed within required timelines.
- Participate and input into country budget planning at the following stages:
 - Concept note and budget proposal development, grant management meetings.
 - Core cost budget development
 - Complete logistics checklist at every grant proposal
- Implement a training/induction to ensure support/programme staff make use of the best logistics resources and practice in the implementation of programme activities.

Team Management Capacity Building and Development

- Directly manage the Juba based logistics staff working with the team to ensure a fair and efficient allocation of tasks, monitoring performance and providing on-going training in roles and procedures,
- Work closely with the Area Coordinators to provide support and direction (technical) to field-based logistics staff.
- Assist the Systems Director to identify training needs and support training of logistics staff across GOAL South Sudan programme.
- Build the capacity of and manage staff in the logistics department in accordance with the HR Policy, and ensure the highest standards of ethics, accountability, and professionalism.
- Use the findings of monitoring of logistics to feed into the development of capacity building plans for staff.
- Monitor logistics team performance, provide support, guidance and develop key Performance Indicators (KPIs) for effective logistics performance for the GOAL staff based in both Juba and field offices, and from a supplier perspective. These indicators should build on existing data collection tools with targets that promote achievement and do not demotivate staff.
- To oversee the annual leave planning and implementation for the procurement staff.

Reporting and Meetings:

- To oversee the completion of the required reports, real-time updating of the Order Tracking Sheet (OTS) contract database, Framework agreement tracker and to generate procurement performance monthly reports to the Senior Management Team.
- Ensure that all relevant monthly reports are compiled, reviewed and submitted on time;
- Share short weekly Procurement report highlighting key achievements, challenges and difficulties encountered by the procurement team and proposing solutions.
- Attend weekly System meetings, prepare for and present at Grant Management Meetings,
- Contribute to Procurement sections of internal and donor reports as needed, including analysis of value for money, procurement efficiency, challenges encountered etc.
- To participate in the HQ Procurement/Logistics meetings
- Ensure timely reconciliation of the Procurement Request (PR) generator app with the OTS.

GOAL 





Other responsibilities:

- At short notice, provide support and guidance to the proposal development team on availability of supplies, prices, alternatives, risks and difficulties that are likely to be encountered with project designs.
- Complete logistics sections of proposal review checklists for all proposals
- Submit funds forecasts to the Systems Director by the 5th working day of each month,
- Ensure that all documents are saved on the GSS Procurement SharePoint site cognisant that at any time there may be breaks in communications and documents may need to be accessible to other members of the team.
- Resolve any logistics issues arising from internal audits and reviews including developing systems and processes that prevent reoccurrence of problems.

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and performs duties in a manner for other to look up to as a role model.
- Holds the team and partners accountable to deliver on their responsibilities; giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved through setting of performance objectives.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, programme clients and external partners.
- Values diversity; sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to
- Being assertive when it is required.
- Understands the need for speed in emergencies values the need for speed without compromising the procurement processes.

Creativity:

- Develops and encourages new and innovative solutions.
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity.

Behaviours

The Logistics Manager is expected to act as a representative of GOAL and demonstrate the highest standards of behaviour towards children and vulnerable adults both in your private and professional lives. The successful candidate must be able to successfully multitask, work to changing priorities, lead by example and be a proactive communicator in this dynamic work environment. They should have the communication and presentation skills required to translate complex rules and regulations to non-technical staff.





Job Requirements

Essential

- A degree in Logistics management or related field.
- 5+ years of experience in logistics and leadership management with an International NGO with 3 years' experience at Logistics Manager or equivalent level in the humanitarian or development sectors
- Appropriate skills and experience in capacity building and training of staff, and development and implementation of systems, particularly in Logistics.
- Experience of using distance (online) learning tools and platforms,
- Demonstrated understanding and experience of using and managing internal systems and processes,
- Knowledge of project management, vehicle management, premises management, stock control and asset management systems.
- Ability and willingness to travel.
- Strong computer skills in Microsoft packages, including Word, Excel, and Outlook.
- Strong organisational and problem-solving skills with an analytical approach to work.
- Attention to detail and ability to see beyond system problems and initiate solutions,
- Understands importance of deadlines with the ability to strategically prioritise to meet deadlines.
- Ability to work well with diverse teams, and under pressure, often managing multiple requests and liaising with staff at different levels.
- Good interpersonal and communications skills, often with people at a distance.
- Experience of capacity building, preparation of materials and delivery direct and/or remote training,
- Knowledge and awareness of GOALs procurement procedures.
- Certification in CIPS/Fritz

The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender. **All 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 on-going 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 with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

General Terms and Conditions

This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document.

How to Apply

Submit your application letter, CV and copies of certificates in a sealed envelope with the position you are applying for indicated on the top left corner of the envelope addressed to: - The Human Resource Department, GOAL South Sudan P.O Box 166, Munuki.

For online submissions, submit your application to goaljobs@ss.goal.ie

Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.

Only shortlisted Candidates will be contacted

GOAL *Firdaus*

