



VACANCY – LOGISTICS OFFICER (1 Position)

Employer: Mines Advisory Group (MAG)
Department: Logistics
Reporting to: Logistics Manager
Base Location: Juba, South Sudan
Working Area: South Sudan

Mines Advisory Group (MAG) is a Humanitarian international organization tasked by the United Nations Mine Action Office, implementing agency of Mine Action in South Sudan. MAG is recruiting for a qualified national Logistics Officer to join its team in South Sudan.

Overview of role: The Logistics Officer is to assist the Logistics Manager in the planning, execution and coordination of reception, storage, transport and distribution support to ensure a responsive logistics service to programme operations. The role will also provide general support to the Logistics department.

Principal Responsibilities

• **Asset and Stock management**

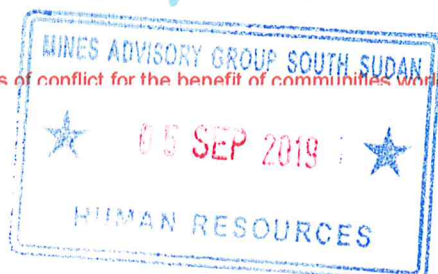
- ✓ Implement and maintain inventory systems to ensure that robust control mechanisms and minimum stock balances are in place and working effectively.
- ✓ Oversee programme assets, ensuring assets are tracked, maintained and serviced and the programme asset register is accurate and up-to-date.
- ✓ Assist in managing the life cycle of programme assets, ensuring their timely disposal in line with MAG and donor policy.
- ✓ Maintain accurate material accounting records for the procurement, receipt and inspection, warehouse inventory, fuel and water stockholding, and distribution reports.
- ✓ Equipment and store reporting on a regular basis to the Programme and Donors.

• **Procurement and Supply**

- ✓ Assist with the planning of procurement, identification of suppliers, and the procurement of locally available inputs through Local Purchase Orders.

• **Shared Responsibilities**

- ✓ Assist the Logistics Manager with the day-to-day administration of the Logistics department.
- ✓ Assisting in the maintenance, and where necessary, improvement of the procurement and logistics systems.
- ✓ Ownership of Tax Exemption processes and procedures.
- ✓ Provide support and cover for facilities management where required.



- ✓ Carry out any other duties deemed necessary and reasonable to meet MAG's operational requirements, as requested by the line manager or supervisor.

All staff are expected to undertake the following general duties

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply learning from appropriate training and development programmes.

Some Job Descriptions may be supplemented by specific Terms of Reference.

This is a non contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Previous experience of working in similar role, ideally within an International NGO setting - 2 years minimum.

Essential Skills and Knowledge

- Ability to develop and maintain clear record keeping systems, including basic databases
- Excellent organisational skills, with the ability to prioritise work and meet deadlines
- Good literacy, numeracy and IT skills including MS Word and Excel
- Good level of written and spoken English

Essential Aptitude

- Ability to work independently with initiative and a solution orientated approach
- Self motivated, flexible and enthusiastic approach to work
- Determined to high quality standards

Qualifications

- Diploma or equivalent in Logistics or Procurement desirable.



How to apply

Interested candidates should submit a CV with a cover letter, copies of academic and professional certificates and Nationality ID card to:

MAG South Sudan Juba Office by Tuesday 24th September 2019, addressed to the: Human Resources Department, MAG South Sudan, Juba.

Email: Lillian.Njoroge@maginternational.org; or drop off your application at MAG South Sudan, Juba Office along Bilpham Road (New Side Area) adjacent to Ezentus by **Tuesday, 24th September 2019.**

Women and men are both encouraged to apply. MAG is an equal opportunity employer.

ONLY SELECTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS

NOTE: DO NOT ATTACH ORIGINAL CERTIFICATES. MAG WILL NOT RETURN APPLICATION DOCUMENTS TO APPLICANTS.

