



JOB #: SCMD-LMISO-002-9/11

JOB OPPORTUNITY

Position: Logistics Management Information Systems Officer
Department: Supply Chain Management
Reports To: Supply Chain Manager
Location: South Sudan/Juba

Job Summary:

You will help coordinate and ensure risk mitigation in inventory management through established inventory accounting and reporting processes in support of high-quality programs serving the poor and vulnerable. Your knowledge and experience will allow you to ensure compliance with CRS and donor regulations, and international and local supply chain accountability standards and requirements, as you apply the principles of stewardship, integrity, transparency, and accountability.

Job Responsibilities:

- Ensure required documents, data updates, and reports from different operational areas, sub-recipients, surveyors, and external suppliers are received and consolidated in a timely manner and in compliance with standard policies and procedures.
- Monitor, review, and analyze inventory accounting records and data entries in the inventory tracking and management information system for accuracy and completeness. Report accounting discrepancies and irregularities.
- Work in close coordination with relevant program and supply chain staff to resolve issues and reconcile inventory with accounting records.
- Update various accounting registers (master shipping ledger, master inventory ledger, loss and claims ledger, other as applicable).
- Prepare accurate and timely monthly, quarterly, and yearly reports pertaining to the status of goods and beneficiaries for internal and external project stakeholders.
- Work with project managers to prepare for audits and coordinate the audit process.



Background, Experience & Requirements

Education and Experience

- Bachelor's Degree in Accounting, Finance, Statistics, Economics, or related field. Professional certifications(s) in supply chain a plus.
- Minimum of 3 years work experience in a similar position, preferably in an international organization.
- Additional education may substitute for some experience.
- Knowledge and experience with various public donors' regulations.
- Knowledge and understanding of inventory tracking, accounting, and reporting systems and principles. Understanding of Generally Accepted Commodity Accountability Principles (GACAP) preferred.
- Proficient in MS Office package (Excel, Word, PowerPoint, Visio). Experience with inventory accounting software and/or other database management systems (e.g. MS Access) highly desirable.

Personal Skills

- Very good analytical skills with ability to detect and report inconsistencies
- Conscientious, accurate and thorough with great attention to detail
- Ethical conduct in accordance with recognized professional and organizational codes of ethics
- Proactive, resourceful, solutions-oriented and results-oriented

Required/Desired Foreign Language: English

Travel Required:

Key Working Relationships

Supervisory: None

Internal:

External:

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Gender Competency (for all CRS Staff):



- Values Gender Diversity - Recognizes the importance of having a gender diverse team and promotes a safe and inclusive environment for all staff.

Competencies Relevant for the Specific Position:

Monitoring, Evaluation, Accountability and Learning (MEAL) Competencies

- **Monitoring:** Implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Monitoring:** Facilitates the use of monitoring data during quarterly participatory reflection events and other fora with partners and other stakeholders to inform project decisions.
- **Accountability:** Actively seeks and responds to feedback from all members of targeted communities and other stakeholders.
- **Learning:** Promotes the application of learning to improve program quality and to strengthen agency influence among external stakeholders.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

❖ *Equal Opportunity Employer*

❖ *By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.*

❖ *Female candidates are **HIGHLY** encouraged to apply*

Application Submission:

Interested Candidates should submit a **Non-refundable** application letter and CV together with the names of three professional referees not later than **September 28th, 2020**. **Only short-listed candidates will be contacted.**

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: SCMD-LMISO-002-9/11.

Address your application letter and CV to. **Human Resource Department**, Catholic Relief Services South Sudan program, Juba Office or by E-mail: southsudanvacancies@crs.org

