

JOB DESCRIPTION



Position Title: Logistic Officer	Location: Juba Office
Minimum qualification	Degree holder in Logistics/Procurement
Job location	Juba Office
Direct Supervisor	Operations Manager
Experience	3-5 years professional experience in a similar procurement role in an International organization.

Purpose of the Position:

This position is responsible for all procurement activities of ADRA South Sudan including supervision of field office procurement.

Reporting Relationship:

This position reports to Operation Manager and no subordinate.

Main Responsibilities:

Compliance – Procurement and all donor policies and procedure.

- Familiarize with ADRA Procurement policy and procedure and all donor procurement policy and procedure and compliance.
- Perform bridge check prior to procurement order for all suppliers.
- Manage semi-annual Anti-Terrorism reporting and request for new user access.

Procurement process

- Coordinate with Project Managers, Program Manager, Operations Manager to submit annual procurement plan and quarterly update.
- Perform all procurement process for goods and service (excluding consultancy)
- Manage all supplier contracts to ensure all standard clauses are included.
- Ensure all procurement completed and paid within the agreed timeline and before project closure.
- Manage procurement tracker for goods and services
- Maintain procurement request and procurement order control log register.
- Prepare quarterly procurement analysis submit to Operation Manager for review
- Coordinate all procurement bidding process
- Coordinate the set up standing procurement committee

Vendor



- Manage and identify annually new authorize supplier (ASL) and required supplier and update supplier database. Prepare new authorize supplier (ASL) and preferred supplier for approval
- Perform market research to identify potential suppliers, new products or services and ensure ADRA receives value for money.
- Maintain vendor relationships

Training and tools

- Develop tools such as checklist to support Project/Program Manager to ensure compliance provide orientation for all new staff, consultant on procurement policy and processes.
- Provide procurement process training to Project/Program Manager and field office procurement focal person.
- Coordinate with program/project managers to provide procurement training to partner or sub-grantee if appropriate on donor procurement rules and regulation.

Support Emergency Response Team

- Participate as member of Emergency Response Team and be familiar with Emergency Preparedness Plan
- Ensure timely procurement of relief items, ensuring appropriate management of all storage facilities and transportation of relief items from source to point of distribution

Selection Criteria:

- Bachelor Degree in Business Administration (or equivalent)
- 3-5 years professional experience in a similar procurement role in an International organization.
- Demonstrated strong, proactive leadership, strong problem solving skills and effective decision making ability
- Strong time management skills and ability to undertake multiple tasks
- Strong knowledge of computer skills (particularly Microsoft Excel and Microsoft Word)
- Good communication skills (both written and spoken) in English including report writing.
- Demonstrated flexible approach and ability to work under pressure and to organise and manage workload to meet deadlines.



Job description of Logistics Officer.

Duties and Responsibilities.

1. Responsible for processing documents from the Government Ministries not limited to tax exemptions, travel authorization from the Ministry of humanitarian affairs, airport authorities especial when sending bulk cash to the field locations.
2. Working as the warehouse supervisor make ensure that supplies do not run out of stock, damage, expired, over stock.
3. Ensure that issued supplies recorded properly on the stock card the system on daily basis.
4. Keep update and accurate vehicles history files, accident, insurance and compensation for each vehicle within the Organisation.
5. Ensure security for all supplies in Juba and those in transit to the field
6. Performs inventory stock count supplies monthly, semi-annual, annual basis maintain for all the project materials.
7. Responsible for processing of ADRA Log books, renewal of Log books, fuel records analysis and making reports on fuel usage, on a Kilometre for each vehicle on a basis monthly
8. Arrange for servicing and repair as required for all the vehicles regularly
9. Responsible for making drivers rosters, guards, and labourers

Job description of Admin Assistant.

1. Ensure cleanliness in all areas for providing conducive environment.
2. Maintain office list /communication equipment maintenance schedule ensuring that equipment are in good conditions.
3. Ensure clean up schedule for all offices regularly besides the daily cleaning.
4. Ensure that internal and external documents, POs or Contracts, Invoice, Pro-forma Invoices, Goods Received Note, Packaging List are archived correctly and safely.
5. Manage external storage contract regular check if archived documents can be disposed
6. Lead event planning workshops, conferences, meetings.
7. Manage international staff housing leases regular maintenance
8. Prepare payment voucher office utilities usage.
9. Support expat staff preparing travel, housing, utilities, and other official expenses.
10. Maintain procurement request and procurement order control log register.
11. Maintain the contacts for all the board members, and ADRA Staff.

How to apply

Interested candidates must send their cover letters and CVs to jobs@adrasouthsudan.org The Hard copies can be dropped at ADRA Office within SDA Church compound at Hai Kuwait Munuki Juba.

Date of post 6th September, 2019

Deadline for receiving applications is 25th September 2019.

NOTE: Due to the volume of application we receive, applications will be reviewed from time to time as we get suitable candidate interviews will be conducted before the deadline of the Advert

