

Title: Logistic Intern
 Reporting to: Logistics Manager
 Location: Panyijar
 Contract Duration: Fixed Term contract
 Advert running from: 24th July 2023
 Closing Date: 10th August 2023

ASSIGNMENT

Under the responsibility of the Logistics Manager and based in Panyijar, the Log intern contributes within South Sudan Logistics as a key member of the support function and support all shared services related activities. Post holder is responsible to help supervisor and float ideas to maintain effective support system.

CHAIN OF COMMAND

Under the authority of:

Area Manager

Responsible for:

WORKING RELATIONS

Internal:

- Area Finance Department
 - Area Administration
 - Area Logistics department
 - Area Security Focal Points
 - Project Managers
 - Programme teams

External:

- Local authority
 - Beneficiaries



Background

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities. The operational context in South Sudan today is considered largely humanitarian/emergency while phasing in resilience programming.

Missions / Responsabilités

Logistics Roles

- Ensure that HI procurement procedures are respected for every purchase conducted
- Collect quotations, suppliers' references, negotiate contracts with them (prices, delivery time, and payment terms), and make sure that HI is benefiting from the best deals available on the market.
- Ensure the adequate filling of purchases files: signatures, presence and validity of the documents, in order to guarantee accurate traceability of all purchases throughout the supply chain
- Provide updated procurement tracker on a weekly basis (every Friday)



Vacancy Announcement

- Organizing vehicle for daily staff movement within the base and organize transportation for HI staffs travelling to/from Juba
- Ensure timely servicing and maintenance of HI vehicle
- Ensure HI vehicles are fueled on a weekly basis and keep accurate fuel records and fuel consumption
- Evaluate, manage and monitor drivers
- Ensure the proper use of HI assets and equipment in the base
- Always know all the details concerning the equipment's: location, state, user, requisition number, price, donor and ensuring that the movement of HI assets is tracked and the necessary documentation is done when an asset changes its status
- Ensure internet is working, conduct regular backups of data, report immediately in case of any breakdown
- Responsible for the receipt, storage, accounting and reporting of all items in the office store (PPE, stationery, office and cleaning materials, project stocks)
- Conduct periodic inventory of stocks and review when needed
- Ensure house owner respects the lease agreements and provides power, water, internet and security guards for HI office.
- Organize accommodation for HI staffs visiting the base

Provide vehicle report and logistics narrative (sitrep) to the Logistics Manager on a monthly basis

Academic Qualifications Required for position

- Applicant should possess a South Sudan national ID
- Diploma in Procurement or Logistics

Other Professional Qualifications Required for Position

- Able to communicate in English
- Fluent in Murle and arabic local languages
- Computer knowledge (word, strong excel and Microsoft outlook)

HOW TO APPLY

Application submission

An interested applicant is required to submit his/her application to Humanity & Inclusion Ganyeil area Office, Block II, around airstrip within the compound of Coalition for Humanity not later than 10th August 2023.

This is a **national recruitment**

Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.

