

Field Logistician - Vacancy

Organization: Comitato Collaborazione Medica CCM

Position: Field Logistician

Number of Positions: One (1)

Location: Kapoeta

Start Date: As soon as possible

Apply Before: 31st May 2021

Reports to: Lot Coordinator/PM

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Approved
MOL
P. [signature]
5-2021

JOB PURPOSE

The Field Logistician is responsible for the management of shipping and receiving and supports the Lot Coordinator in all aspects of procurement, provision of equipment and logistics in the country.

S/he will report to the Lot Coordinator and collaborate with him/her for the effective management and coordination of procurement- and logistics-related activities in the country.

MAIN DUTIES AND RESPONSIBILITIES

Logistics Coordination

- Assess and analyse logistics issues in various field bases including needs of the current Programme and in new emergency situations with or on behalf of other staff, including all managers and follow through on recommendations made.
- Work together with Programme managers at field level on logistics planning, and development of procurement plans.
- Contribute to the Programme and overall logistic budget and monitoring processes to ensure that logistics needs are factored into programme planning realistically.
- Take responsibility of advising the Country Logistics Coordinator for the overall structure of the logistics team in each field base, including job profiles and assist with the recruitment and induction of new Programme logistics staff.
- Support field teams in achieving and maintaining minimum standards in Programme logistics work.
- Train and mentor field logistics team to develop skills necessary to assure effective support to the programme

Logistic System and procurement Management

- Maintain an overview of CCM policy, systems and procedures relevant to Programme logistics in field bases with Lot Coordinator.
- Under the supervision of the Country Logistics Coordinator, work with the procurement team in Juba to ensure that all field bases procurement, are well organised, processed on time and delivered efficiently to the respective field base stakeholders.
- logistics-related donor conditionality is met across the Programme by conducting regular spot-checks in all field bases to validate the processes, identify and report on gaps and recommendations.



caring for those who care

- Ensure that appropriate stock management are in place in all field bases location and foresee that and updated and accurate monthly stock report is submitted.

Security

- Monitor and advice on security situation and, together with the Project managers, support appropriate actions to be undertaken in the field in relation to changes in the security environment.
- Work in close collaboration with the Programme Team, Lot coordinator, and Country Procurement and Logistics Coordinator to monitor and ensure that appropriate physical means are in place to ensure safety/evacuation of staff in their respective duty stations.

Key Qualifications and requirements:

- Bachelor Degree in Procurement & Logistics, Supply Chain Management or equivalent.
- At least 4 years practical field operations experience in logistics management with an international NGO is an asset
- Demonstrable experience in managing as well as supporting/mentoring staff
- Proven experience in establishing and implementing logistics/procurement systems and warehouse
- Good understanding of working with donor requirements (HPF, UNIECF, DFID, etc.) and prior experience of monitoring/managing budgets.
- Proven experience in security management – including developing and implementing security policy/protocol
- Excellent organizational, problem-solving and negotiation skills.
- The ability to remain calm whilst deal with conflicting priorities/work under pressure is essential.
- The ability to take the initiative and work independently as well work as a team player – supporting other departments is essential

Application Procedure:

Interested applicants can submit updated CV, cover letter, relevant academic certificates and contact details of at least 3 professional references to the following email: recruitment.ssd@ccm-italia.org

Mention the position in the subject line.

Hand delivery to: CCM Juba Office located in Thong Piny, Airport Road (opposite Ruweng Coordination office) to the attention of the **HR Department – CCM** (please indicate the position you are applying for on the envelope).

***Please Note:** Position is open to South Sudanese only. Due to the urgency of the position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified. Female candidates are encouraged to apply.*

Child Safeguarding and PSEA Commitments:

CCM has a zero tolerance for any form of abuse/harassment and staff are expected to uphold the organizational values. We are determined to keep our beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of vulnerable children and adults from any form of abuse.

