



**OVCI - la Nostra Famiglia  
Volunteers Organisation for International Cooperation  
4301 – MYP**

**JOB ADVERTISEMENT**



**Position:** Logistician

**Reporting to:** Project Manager; Head of Logistics; Country Representative; Administration. The employee will also adhere to the guidelines provided by the Administration.

**Relationship:** CBID team, Project Manager, Head of Logistics, Country Representative, Administration.

**Contract duration:** 12 months (renewable), within the time framework of Project 4301 MYP (January 2022 – December 2025)

**Expected working days and hours:** Monday to Friday, 8.00 am until 16.00 pm with 1 hr. lunch break

**Salary:** According to OVCI rules

**Contract details:**

*What OVCI provides to the successful candidate:*

- Transport to the field (if necessary) provided by the organisation with transport allowance or with Ngo vehicle;
- Airtime

*What OVCI does not provide to the successful candidates:*

- Lunch allowance not provided;
- Transport allowance from home to office not provided.

**INGO Overview:**

OVCI la Nostra Famiglia is an Italian International Organization focused on enhancement of health, living condition and rights of children and adults with disability.

In South Sudan, OVCI has been present in South Sudan since 1983 to carry out basic health, education and rehabilitation activities for people with disabilities, with a special focus on the age of development.

OVCI in South Sudan is committed in:

1. Rehabilitation services through the management of a Rehabilitation Centre, an Orthopaedic Workshop and the promotion of surgical interventions in Uganda for children with disabilities.
2. Primary Care Health services, through the management of a PHCC, excellence in the treatment of epilepsy, and a nutritional programme for ante-natal and post-natal care.



3. Community-based Inclusive Development (CBID) program aimed at enhancing inclusivity of children and adults with disabilities in the South Sudanese society.
4. Inclusive Education program, through a pre-school for children with impairments and activities targeting public schools.
5. University services development, by collaborating in the management of the degree course in Rehabilitation Sciences at St. Mary's College

#### **Project description:**

OVCI - la Nostra Famiglia has been granted by Christian Blind Mission (CBM) Germany to implement a 48 months development project with the overall goal of contributing to strengthening the access to quality inclusive education and to rehabilitation services for people with disabilities in Juba City Council. The project includes many activities embracing every aspect of people with disability's lives. In fact, this project is designed on a Community Based Inclusive (CBID) approach, which is a strategy to improve the quality of life of Persons with Disability. The CBID is designed on the Human Rights model of disability which, according to UN Convention for the Rights of Persons with Disabilities (CRPD), has to promote a life as equal citizens in the community, to have access to health services, participate in educational programs, and enjoy social, cultural, religious, economic and political activities to every person or child with disability.

#### **Role and responsibilities**

Under the direct supervision of the Project Manager and Head of Logistics is required to perform the following specific duties and responsibilities:

#### **Office Management**

- Responsible for the register of the office assets in and out and maintain the project inventory
- Support the management of the for offices in Juba Town, Munuki and Kator
- Under the supervision of the Head of Logistic support the maintainance of the offices and the equipment management

#### **Services**

- Provides technical and operational support in the areas of purchasing, supply chain and stock management
- Provides administrative support in the areas of CBID car management and maintainance
- Responsible for all purchases needed from the project
- Develop and keep business relationships with suppliers
- Ensure that all items are purchased with completed necessary documentation, including authorisation, and receipts are returned back to CBID Administrator immediately
- Ensure that all purchased items are of the same specifications as ordered
- Responsible for keeping the store register
- Ensure that a stock system is in place in order to avoid any lack
- Ensure effective and efficient suppliers relationship management
- Provides statistical data for Usratuna Projects
- Any other duty assigned by the management related to the project



### Qualifications

- Diploma o Bachelor in relevant field
- Three years' professional experience, preferably in commercial or humanitarian logistics.
- Fluent with a wide knowledge in English and Arabic
- Fluent level in computer skills
- Driving licence

### Skills

- Autonomy & Responsibility;
- Planning,
- Organisation & Assessment;
- Communication (Ability to express views and ideas);
- Supervision & Staff Management.

### How to submit your application?

Applicants can submit their application in an envelope directly at OVCI South Sudan Office (Usratuna Compound, Hai Commercial, Juba) or via e-mail at [pm-educbid.ssd@ovci.org](mailto:pm-educbid.ssd@ovci.org).

Subject on the envelope or in the email has to be "Logistician Officer - 4301 MYP Project"

**Deadline for applicants: 12/09/2022 at 4.00 PM**

ELENA RONCORONI  
OVCI Deputy Country Representative



Only short-listed candidates will be contacted for an interview.

Qualified persons with disabilities are encouraged to apply. **Please note that this is a local post and is open to all nationalities but preference is given to qualified South Sudanese nationals.**