



Approved  
13/12/2022  
*[Signature]*



**RE- ADVERTISEMENT**

**Job Opening date: December 13<sup>th</sup>, 2022**

**Job Title: Logistics Officer (1Position)**

**Duty Station: Wau Western Bahr el Ghazal State**

Water for South Sudan delivers sustainable quality-of-life services to and with the people of South Sudan by efficiently providing access to clean, safe water and improving hygiene and sanitation practices in areas of great need.

The Logistics Officer will be responsible for general Logistical and Inventory Control functions.

**Key Responsibilities:**

**Logistics Management (90%).**

- Implement logistics functions in accordance with WFSSF and donor guideline while ensuring strict adherence by program and support staff.
- Ensuring with program staff to provide timely delivery of logistics support to program.
- Process procurement request in timely manner while ensuring completeness, accuracy, and regular follow up in collaboration with the program and finance department.
- Ensure purchasing functions for goods, services, and works of the right quality in the right quantities at the right price delivered to the right place at the right time.
- Ensure that all procurement orders for goods, and services are delivered, verified, clearly documented, and maintain an up to date procurement tracker.
- Maintain accurate filing systems, with documented and supported records of logistics transactions for audit purposes both manually and electronically, submit relevant monthly logistics reports in accordance with WFSSF policies and procedures.
- Document allocation of assets and ensure that they are tracked, labeled, operated in the most cost-efficient manner, and maintained appropriately.
- Ensure proper record-keeping, storage, and issuing of inventory, physical inventory checks, storage conditions, security, and facility maintained.
- Implement appreciate where house processes, procedures, and solutions, ensuring a solid internal control system is in place for accurate, up-to-date where house record, document and files, which include copies of store request forms (SRF), purchase order (POs), good received note, packing list etc. are kept accordingly.
- Where house records should accurately reflect actual inventory, receipts, good returned, withdrawals, and impaired goods and losses.

- In coordination with the logistic manager, conduct periodic warehouse physical inspections to ensure accuracy of inventory counts, identify impairments, and take corrective actions in the case of discrepancies and/or stock deterioration.
- Establish a system to dispose of impaired supplies.

### **Warehouse Management/Inventory Control**

- Receiving and releasing organization stock
- Work with warehouse staff (watchmen, storekeeper) to ensure all warehouse activities are carried in accordance with WFSS guidelines and procedures
- Monitor stock level and liaise with Operations Center Manager and Juba Coordinator to bring in items (spare parts and supplies)
- Ensure quality control of documentation for tracking goods inflows and outflows.
- Plan for replenishment of spare parts and other essential items for operations
- Coming with Warehouse arrangement and stock coding experience.
- Sectioning Warehouse for easy identification of spare parts and supplies.
- Observing Warehouse safety rules and regulations.

### **Fleet Management**

- Manage the fleet (trucks and cars) and generators. Track vehicles locations to reallocate when necessary in consultation with Operations and Field Managers.
- Manage fuel (petrol and diesel) storage system including assigning fuel to different teams, check stock level and fuel consumption rates and fueling.
- Allocate vehicles and drivers according weekly movement plan from Monday to Friday.
- Schedule vehicle servicing and repairs for the fleet as well as generators on a timely basis. Document and archive all such repairs and work with Mechanic to ensure compliance to WFSS procedures and guidelines.
- Facilitate procurement of vehicles and generators spare parts from Juba and overseas in coordination with Operations Center Manager and US Support Coordinator to maintain buffer stock of full set of spare parts for vehicles and generators at all times.
- Prepare fuel consumption monthly report
- Raise to Leadership Council fuel, food, office stationeries, travel arrangement purchase request
- Develop, implement and improve logistics management systems and create internal control systems
- Supervise all logistics activities and functions.
- Purchase goods and services for the organization
- Assist in coordinating Tax Exemption request with government relevant institutions
- Attend Logistics Cluster meetings

## **Administration**

- Ensure a clear and transparent paper work is in place for all logistical transactions (e.g. purchase request, waybills, stock control, asset tracking, etc) that are kept in an orderly and timely.
- Filing system should be in line with WFSS requirements.
- Supervise all drivers and storekeeper.
- Identify, initiate and implement logistical training to logistics staff.
- Assist Operations Center Manager in administrative functions.
- Communicate with Technical Support Coordinator logistical issues.
- Contacting suppliers to get quotes.

## **Requirement Skills & Qualification:**

- Degree/Diploma in Logistics.
- 2 years' post-qualification professional experience and 5 years' experience working in a cross-cultural setting, preferable in the logistics sector is desirable.
- Driving experience and valid South Sudan driving license is added advantage.
- Must be South Sudanese with National documents (National ID or passport).
- Capacity of team work, ability to work in a Multi- cultural environment
- Intercultural Competence
- Willing to learn and share knowledge
- Innovative, flexibility and independent initiation
- Good time management skill

**How to Apply,** Interested applicants are requested to send updated CV and a cover letter explaining your motivation and interest in the position, academic credentials and national ID to [apadic.bol@waterforsouthsudan.org](mailto:apadic.bol@waterforsouthsudan.org) and CC [joseph.longar@waterforsouthsudan.org](mailto:joseph.longar@waterforsouthsudan.org) or hand delivery to Water for South Sudan Head Office in Eastern Bank-Wau and reference “**Logistics Officer**” in the subject line of the email. **Closing date: Monday December 26<sup>th</sup>, 2022 at 4:00PM.** For direction please call WFSSF on this Number: 0925875000 or 0916989786. **Application received after this will not be considered. Note, this is a national and international position and all qualified male and female are highly encouraged to apply. Please note that only shortlisted candidates will be contacted.**