



50-H-3
Approved by Senior Inspector,
MO/25/101
11/1/2024
REPUBLIC OF SOUTH SUDAN

Job Title:	Logistic Officer
Location:	Juba
Supervises	Storekeeper
Reports to:	Logistic Manager
Posting Date	11th January 2024
Closing Date	31 January 2024

General Programme Description

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage.

Job Purpose

Responsible for the logistical needs of the Juba office, stores and guesthouse. Ensure a conducive working environment and timely, high quality logistics support for Juba activities in accordance with GOAL and donor policies and procedures.

Main Responsibilities

- Work closely with the Safety and Access Office to ensure the safety and access of the Juba sites including working environment health and safety assessments and actions.
- Contract manager for property rental and utilities contracts in Juba ensuring compliance with all terms; liaison with landlords in accordance with the contract and timely; accurate preparation of all internal documentation for payments, reviews, and renewals.
- Liaise with the premises caretakers ensuring provision of all contracted landlord services.
- Manage all fault report systems. Ensure all faults are addressed and feedback provided.
- Work closely with Safety and Access Manager to ensure all premises are secure and key management policy put in place.
- Ensure supplies to the guest house are adequately done and in a timely manner.
- Ensure the safety kits are in place and replenished accordingly to schedule agreed with the Safety and Access Manager.

Stores & Stock Management:

- Manage the storekeepers.
- Ensure standard GOAL warehouse procedures are followed and all goods are stored in good conditions, properly tracked, and documented using the right tools,
- Ensure minimum standards are enforced for the management of all stock with a particular focus on medical items, their management, inventory, and transportation.
- Ensure storekeepers maintain accurate inventory records of materials and materials flow in all warehouses,
- Support the Storekeepers in identifying obsolete and outdated items and recommend for disposal in timely manner to the Logistics Manager
- Conduct monthly and bi-annual checks of stock and assets as per GOAL procedures and ensure timely reporting and follow-up actions.
- Ensure that the warehouse is provided with suitable fire-fighting equipment and operational equipment for safe working.
- Immediately report to the Logistics Manager any loss or damage of stock and equipment.
- Support the Flight and Cargo Assistant in all stock movements, when necessary, support packing and preparing shipping documents for movements of stock to field sites based on approved release paperwork.





- Advise field offices on stock movement options, costs, and timelines.
- Liaise with the field for raising of PRs or FRFs for stock transfer.
- Work with the Flight & Cargo Assistant to raise PRs and manage transportation of supplies from warehouse to airport or other loading location as required.
- Work with the Flight & Cargo Assistant to book UNHAS / other service provider for cargo flights for field locations.
 - Ensure items are packed and transferred to the airport for all approved UNHAS / other service provider cargo bookings.
 - Liaise with Flight & Cargo Assistant, customs clearance agents, freight forwarders, transport service providers to supervise loading and unloading of supplies in Juba.
 - Ensure physical stock balances agree with balances on stock cards.

Reports and documentation:

- Monitor Stock Management Sheets - ensure they are updated and available to budget holders and project staff both in the field and Juba coordination office.
- Submit monthly transit stock report to the Logistics Manager and weekly updates to the Senior Management Team.
- Submit bi-annual 100% stock and asset reports to the Logistics Manager.
- Ensure all hard and electronic files are maintained as per procedures and records archived according to GOAL Archiving policy.
- Submit weekly premises reports to the Logistics Manager.

Juba Warehouse, stocks, inventory, and Assets:

- Based on consumption set minimum stock levels for all Juba office consumables.
- Accurately and timely raise purchase requests (PRs) for Juba base operational needs.
- Review consumption and spend in line with budget and update forecasts.
- Identify areas for efficiencies in supply consumption and management including providing evidenced recommendations to the Logistics Manager.
- Manage all Juba inventory items/ assets ensuring tagging, recording and regular checks. Raise orders as required to repair or replace damaged items.
- Manage all Juba assets in accordance with GOAL procedures ensuring they are tagged, tracked, and recorded. Brief all new Juba staff on asset management requirements.
- Update the online Fixed Asset Register (FAR) with newly acquired assets/ disposed assets status and when there is asset movement.
- Manage and supervise warehouse/asset and fixtures maintenance and prepare completion reports.

Fleet:

- Manage Juba fleet use in accordance with operational needs and GOAL policies and procedures.
- Line manage the Juba based drivers in liaison with the Logistics Manager and the Fleet Officer.
- Request for and manage any required taxis and rental fleet.
- Recommend actions to improve fleet management and use.
- Manage Fleet maintenance/service contracts in collaboration with the Fleet Officer and the Logistics Manager

Flight books & Management:

- Book and manage all UNHAS and MAF flights based on approved FRFs.
- Manage UNHAS and MAF bookings, prepare account reconciliations and ensure that payments are made on a timely basis to ensure continuity of service,
- Process and purchase international flight tickets based on approved FRFs and in accordance with GOAL processes.
- Maintain and update the Flight Tracker on SharePoint and on a weekly basis share updates with the Management Team
- Arrange pick up and drop off for staff at the airport in accordance with GOAL procedures and coordinate the availability of accommodation rooms for visitors with the housekeeper in charge.



**Line and Technical Management:**

- Manage the Cargo and Warehouse Assistant and storekeepers.
- Manage the Drivers in accordance with GOAL HR policies and procedures.
- Timely request and supervise any temporary, casual or daily workers in accordance with procedures.

Reporting:

- Submit weekly report to the Logistics Manager.
- Submit monthly, quarterly and biannual logistics reports for Juba base to the Logistics Manager.

General:

- Work as part of the team to ensure effective systems support.
- Other duties as assigned from time to time to support delivery of organisational activities.
- Be at all times professional in the workplace and follow GOAL policies and procedures.
- Be active in staying up to date with GOAL policies and in learning new skills.
- Occasional travel to field offices to provide logistics support.

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and performs duties in a manner for other to look up to as a role model.
- Holds the team and partners accountable to deliver on their responsibilities; giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved through setting of performance objectives.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, programme clients and external partners.
- Values diversity; sees it as a source of competitive strength.
- Approachable, good listener, easy to talk to
- Being assertive when it is required.
- Understands the need for speed in emergencies values the need for speed without compromising the procedures.

Requirements (Person Specification)

- University degree / higher diploma in relevant professional qualification (or extensive directly related work experience).
- At least 4 years of management experience in the logistics related responsibility
- Sound numerical skills.
- Good written and verbal communication in English.
- Experience in facilities management
- Appropriate skills and experience in capacity building and training of staff, and development and implementation of systems, particularly in Logistics.
- Knowledge of project management, vehicle management, premises management, warehouse management, stock control and asset management systems.
- Strong computer skills in Microsoft packages, including Word, Excel, and Outlook, etc.
- Attention to detail and ability to see beyond system problems and initiate solutions,
- Understands importance of deadlines with the ability to strategically prioritise to meet deadlines.
- Ability to work well with diverse teams, and under pressure, often managing multiple requests and liaising with staff at different levels.
- Good interpersonal and communications skills, often with people at a distance,
- Fluent in English, both written and spoken

Desirable

- Experience of providing training on organisational procedures.
- Experience in adapting organisational polices into simplified standard operating procedures.





- Committed and reliable

Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender. **All interested and qualified females are strongly encouraged to apply.**

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

General Terms and Conditions

This Job Description only serves as a guide for the position available. GOAL reserves the right to change this document.

Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to goaljobs@ss.goal.ie. **Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba with the Job title Logistic Officer-Juba 2024
3. Note, this is a national recruitment for South Sudanese citizens only.

Do not submit original documents - GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.



Only shortlisted Candidates will be contacted

