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Approved  
Labour HOURS  
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## VACANCY ANNOUNCEMENT

### COUNTRY PROGRAM OVERVIEW

The overall objective of ALIGHT South Sudan program is to inspire every South Sudanese and provide an enabling environment to unleash abundance! To achieve this objective, ALIGHT implements multi-sectoral programs that include Water and Sanitation, Nutrition, Livelihoods, Protection (GBV) Shelter and Camp Coordination and Camp Management (CCCM). ALIGHT aims to expand its outreach mechanisms and strengthen innovations to provide meaningful and impactful assistance to the affected persons. ALIGHT currently has program activities in Aweil West in Northern Bahr Gazal, Ulang, Nasir, Longechuk and Maiwut in Upper Nile , and Kajo-Keji and Morobo in Central Equatoria States.

### PRIMARY PURPOSE OF THE POSITION

Under the guidance and supervision of the Logistics & Supply chain Manager, the Logs Assistant is responsible for procurement, warehousing, facility maintenance, vehicle fleet management, travel coordination, and security. The Logs Officer also supports the Field Coordinator and Field Finance Officer to produce spending plans for operational expenses.

### Terms of reference

**Job Title: Logistics & Supply Chain Assistant- (1 position)**

**Duty station: Juba**

**Starting date: Pending on donor approval**

**Reporting to: Technical: Logistics Officer**



- Responsible for the implementation and strict compliance of ALIGHT 's Logistics policies and procedures.
- Procure services, equipment, materials, and supplies specific to program and operational needs in a manner that is timely, well documented, and consistent with ALIGHT 's procurement policy.
- Coordinate with country office Logistics Department to requisition items and to prioritize those of the field office's procurements that are performed externally.
- Perform routine, comprehensive survey of ALIGHT facilities, vehicles, generators, and other assets to ensure that they are well maintained and in good working order.
- Coordinate and document maintenance and renovation of ALIGHT facilities.
- Coordinate and document vehicle movement, servicing, and repair.
- Coordinate and document generator usage, servicing, and repair.
- Coordinate and document fuel procurement and distribution.
- Maintain accurate inventory records of materials and materials flow in the warehouse.

South Sudan Program, Plot 709 3K-South, Behind Phenicia Supermarket Off Ministry Road, Kololo Juba

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- Maintain an assets tracker for all assets and exceptional items that require registration and movement tracking, in accordance with ALIGHT Assets policy.
- In consultation with HRM, implement ALIGHT policies at the field level and ensure that these are understood by field staff and strictly adhered to.
- Maintain a well-organized storeroom and/or warehouse of program and operational equipment, materials, and supplies.
- Maintain a procurement tracker for program and operational procurements.
- Maintain an Asset tracker for all equipment, materials, supplies, vehicles, and other assets.
- Maintain a vendor database for all the supplier of common goods and services.
- Support the recruitment of all operational staff and provide day to day supervision of their function.
- Ensure that all suppliers and logistics staff are aware of ALIGHT ethics and compliance policies. Be alert and report any Conflict of interest.
- Represent ALIGHT at Logistics Cluster and other relevant working groups.
- Perform other operations activities as assigned by the operation department

#### **Required Qualifications, Experience and Competencies**

- South Sudan nationals only.
- Education and 1-2 Years of professional experience in logistics or related field.
- Basic electrical and mechanical knowledge.
- Basic computer skills, including MS Word and Excel.
- Good reporting writing skills.
- Strong communication and interpersonal skills (oral and written).
- Work experience with NGO added advantage.
- Ability to read and write a report in English.
- Able to work with minimal supervision
- Able to plan his/her work daily
- A team player
- Have good communication skills
- Should be flexible





## HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to ALIGHT South Sudan office located in Plot 709 3k-South, Behind Phenicia supermarket, off Ministries Road, Kololo Juba, South Sudan.

Applications can be submitted [recruitmentss@WEAREALIGHT.ORG](mailto:recruitmentss@WEAREALIGHT.ORG)

Please note that ALIGHT retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is June 24th at 4:30 pm local time.

***"Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity".***

