

**Vacancy Announcement:
Roving Camp/Logistics Officer**

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| Position: | Camp/Logistics Officer. |
| Reporting to: | Coordinator |
| Duration: | 6 Months (renewable) |
| Date of Issue: | 11/September/2019 |
| Date of Closure: | 28/September-2019 |
| Job title: | Roving Camp/Logistics Officer |
| Reporting to: | Area Coordinator |

Organization Description

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

The Roving Camp/Logistic Officer for this position will be primarily responsible for logistics in the field, in out-of-base contexts. The main focus will be ACTED procurement, stock/inventory, fleet management and safety, security of all the vehicles and premises in the field. Within his responsibilities will be to work closely with the Equatoria Logistics team based in Juba to ensure the adequate transparency and compliance within all of ACTED procurement procedures in the field. The Roving Camp/Logistic Officer will spend approximately 75% of his time in the field (in different locations) and 25% of his time in Juba Office.

In addition to logistic tasks, s/he will have programmatic responsibilities related to the Mobile CCCM Team, such as camp infrastructure, information management and vulnerability identification. The Roving Camp/Logistics Officer will spend approximately 75% of his/her time on logistics and 25% on camp roles and responsibilities.

II. Responsibilities:

Under the supervision of the Area Coordinator, the incumbent carries out the following duties:

- **Procurement**

- Supply of goods to ongoing projects in the field and to project support. Directs local purchase and composes field orders which are to be approved by Area Logistics (Greater Equatoria).
- Follow up all the procurement for field office by making sure that ACTED's procurement procedures are respected at all times and are well documented.
- Follow up on the delivery of the contracted material from the supplier to ACTED Office or ACTED temporary bases in the field.

- **Stock / Inventory**

- Ensure that all procured material/items for field office are well documented and are registered in the stock.
- Maintain and update the inventory follow up every time something goes into or out of the stock.
- Maintain a proper documentation every time something goes into or out of the stock.
- Ensure ACTED assets are used with care.

- **Fleet Management**

- Brief drivers on the security and safety of both the passengers and drivers themselves.
- Maintain a logbook system for all the vehicles of ACTED Sudan and ensure that each trip is registered, accordingly.
- Maintain a system that could eventually alert on when and what type of basic maintenance/services is needed for each vehicle/equipment.
- Maintain a file on each vehicle/equipment which should then include all the specifications (procurement docs, insurances, taxes, users Manuel, terrific certificate, plate number certificate, repairs/maintenance record, fuel consumption record, accident reports and etc.)

- **Safety and Security**

- Ensure that SOPs are well respected for the safety and security of all the premises, vehicles, trips and etc.

- **Camp Program support**

- The Roving Camp/Logistic Officer can be asked to support programmatic field operations related to CCCM and Protection. This include, but are not limited to:

- **Camp infrastructure**

- Conduct regular assessments on the general condition of the camp and camp infrastructure (roads, community building, bridges, fencing etc);



- Submit reports (both verbal and written) to the Camp Manager/Officer on findings and recommendations related to camp infrastructure and camp conditions;
- Supervise all camp management infrastructure projects including hiring and supervising casual labour, preparing necessary tools and equipment and submitting order requests for materials to the Camp Manager/Officer.

Information management

- Collect data relative to the camp either from IDPs (traditional leaders, committees etc.), NGOs and / or local authorities;
- Participate in assessment / baselines conducted by either REACH or AMEU team in the camp;
- Undertake mapping activities, including using GPS, upon request from the Camp Manager/Officer.

Vulnerability

- Identification of cases of vulnerability within the camp through outreach work and community leaders with timely reporting to the Camp Manager/Officer;
- Coordinate assistance on vulnerability at camp management events (food distribution, NFI distribution, registration, etc.) upon request from the Camp Manager/Officer

QUALIFICATIONS:

- Diploma / Bachelor Degree in Logistics or Procurement or related field.
- Proven experience in Logistics department of at last two years.
- Availability to work in the PoCs
- The Employee acknowledges to know ACTED'S Charter and Regulations and Compromises to act accordingly.
- Strong problem solving analytical, reporting and communication skills
- A demonstrated ability to Multi-task, prioritize and process information into action.
- Ability to work with Microsoft word, Excel, Power Point and outlook.
- Fluency in English (oral and written) Knowledge Arabic Language is an asset.

I have read and understood the job description and I agree to perform the duties stated herein to the best of my ability. This Job description can be updated during the time of the contract.

APPLICATIONS:

Please hand in a CV and cover letter Detailing how your experience and skills match this position, ACTED main office in Hai- cinema behind concord hotel not later the September 28 by 5: 30 pm or email: Equatoria.admin@acted.org

Applications will not returned so apply using your document copies and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on you envelop your contact and name.

