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Alight, South Sudan Program

Plot 709 3K-South, Behind Phenicia Supermarket, Off Ministries Road Kololo,

Juba, South Sudan

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December 19th, 2023

VACANCY ANNOUNCEMENT

POSITION TITLE:	Field Logistics & Supply Chain Officer
NUMBER OF POSITION:	One (1)
DUTY STATION:	Aweil-Relocatable, Republic of South Sudan
REPORTS TO:	Logistics & Supply Chain Manager
STATUS:	Full Time
CLOSING DATE:	January 12, 2024
START DATE:	As Soon As Possible.

Who We Are

The ALIGHT in South Sudan is a non-profit, non-sectarian, international humanitarian organization duly registered in South Sudan providing Protection services, WASH, Health/Nutrition skill transfer, income generating projects and other related services to those affected by war or conflict and to displaced communities. ALIGHT does respond to natural disasters when it has a presence and capacity in the region of the occurrence. ALIGHT provides assistance to more than one million refugees, displaced persons, returnees, and host communities where possible. Internationally, most of the ALIGHT beneficiaries are women and children in Europe, Africa, and Southeast Asia.

ALIGHT receives support from individuals, corporations and foundations, and grants from the US government and United Nations agencies. ALIGHT was organized in 1978 by Neal Ball to provide resettlement assistance for Indochinese refugees. With changing world events, ALIGHT'S mission evolved to focus on emergency response, health care and training assistance for some of the neediest people in the world. ALIGHT believes that lasting solutions to the world's refugee problems require the direct participation of the local populations in the country affected by crises. ALIGHT links emergency health care assistance with self-help training, enabling refugees to become more self-reliant so they may educate others. Training in basic primary health care helps curb the tremendous number of deaths due to unclean water, poor sanitation, and preventable diseases for which immunizations or other preventive methods exist. ALIGHT'S methodology is to work on both sides of a border or situation as early as possible to help rehabilitate the community of return and link the level of care and services to those which





can be taught/learned/practiced in the home communities. ALIGHT services displaced persons for the long term and helps them voluntarily return home with ALIGHT programs that link into longer-term development/sustainable projects. 1.3 ALIGHT'S Vision Every person who participates in an ALIGHT supported program will have a better chance to take control of their life and achieve self-sufficiency.

COUNTRY PROGRAM OVERVIEW

The overall objective of the Alight South Sudan Program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, Alight implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender based violence prevention and response, Shelter and CCCM activities. Alight's is expanding its outreach mechanisms and introducing innovative new initiatives. Alight currently has program activities in Aweil West, Ulang, Morobo and Kajo-Keji Counties.

PRIMARY PURPOSE OF THE POSITION

The Field Logistics & Supply Chain Officer is a relocatable position to be based in Aweil West. The incumbent is a senior member of our Logistics & Supply Chain teams. The field Logistics & Supply Chain Office will perform his/her duties under the supervision of the Logistics & Supply Chain Manager.

Major Areas of Responsibilities:

The Field Logistics & Supply Chain Officer is responsible for overseeing the following.

- The position holder is responsible for planning and managing cost effective systems.
- Managing all procurement processes, sourcing, negotiating with vendors, supplier selection and management, maintaining a supplier database, issuing of purchase orders and contracts, reporting, ensuring compliance with Alight procurement policies and donor requirements. Generate procurement reports on time.
- Warehousing management: Responsible for stock and inventory control and generating warehouse reports on time.
- Fleet: The position holder will coordinate and handle vehicle requests from other staff for intown travel and various field destinations. Maintain a logbook of vehicle movement, mileage, servicing, petrol consumption and general vehicle condition. Perform vehicle daily checks and schedule vehicle servicing and repairs. Ensure vehicles are kept clean and inside and outside, always and that the organization stickers are always visible. Handle annual vehicle inspection and insurance renewal for each vehicle and motorcycle and handle insurance cases of any incidents. Generating fleet reports on time.
- Assets: Ensure all assets are recorded, perform physical.



- IT: Help users troubleshoot technical issues, configure printers and emails for new users. Troubleshoot and resolve network and internet issues and escalate where necessary. On time preparation of IT reports
- Transportation: Assist in organizing transportation of staff and supplies to the field sites. Prepare documentation for staff movement in and out of Aweil. On time preparation of transport reports
- In collaboration with the programme staff, prepare and submit the nutrition commodities requisitions to WFP and/or UNICEF.
- Manage the warehouse in Nyamlel coordination office and oversee the management of the stores at the nutrition sites.
- Coordinate prepositioning of nutrition commodities at the nutrition sites.
- Maintain an inventory of nutrition supplies and compile monthly stocks reports.
- The position holder will ensure that all program activities requiring the support of supply chain units are implemented in a timely manner.
- Perform other duties as assigned by supervisor.

Administrative/Operations Management:

- Provide leadership for management of administrative & operational activities.
- Effectively manage Alight South Sudan assets, facilities, and administrative and logistical services.

QUALIFICATION: EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

Relevant bachelor's degree required in Logistics & Supply Chain Management, procurement Management, Business Administration or equivalent.

Experience, skills, and competency

- At least 3 years' experience with NGOs, companies, or other development/aid agencies in supply chain management in officer level.
- Able to work well in a team and to undertake assigned tasks independently.
- Ability to work productively, impartially, and respectfully in a multi-cultural environment.
- Willingness and ability to work in insecure environment and adhere to ALIGHT security policies.
- Excellent interpersonal communication skills
- Demonstrated commitment to helping others.
- Demonstrated discretion and good judgment.
- The ability to maintain confidentiality and respect for clients at all times is essential.
- Ability to mentor service providers in a professional, respectful, and supportive manner.





- Positive and professional attitude, able to organize, maintain composure and prioritize work under pressure and be able to coordinate multiple tasks and maintain attention to detail.
- Ability to work as a member of a team essential.
- Fluent in Spoken, Reading, and Written English.

HOW TO APPLY

Qualified and interested candidates should submit their applications which includes the cover letter, together with an updated CV with at least three professional referees addressed to Human Resources Department: Alight South Sudan Program-Juba Office located in **Plot No. 7093k-South, Behind Phenicia Supermarket, off Ministry Road, Kololo-Juba, South Sudan** with the job title on the subject line of the application.

Applications can also be submitted through the following email address: 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 a regular basis. Only shortlisted candidates will be contacted for an interview. Both Male and Female candidates are highly encouraged to apply.

“Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns 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”.

ALIGHT is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. ALIGHT complies with all applicable laws governing nondiscrimination in employment.

The deadline for receiving applications is January 12th, 2024, at 4:30 pm Juba local time.

