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Approved by  
MOI 17/11/2022  
*[Signature]*

South Sudan Program  
Plot 709 3K-South, Behind Phenicia Supermarket,  
Off Ministry Road, Kololo Juba.  
November 17, 2022

### VACANCY ANNOUNCEMENT

**Job Title:** Logistics Assistant (1 Position)  
**Duty station:** Morobo County  
**Reporting to:** Nutrition Officer Administratively & Logistics Officer Technically.  
**Status** Fulltime  
**State Date:** Pending on funding approval

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#### 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 multi-sectoral programs that include Water and Sanitation, Nutrition, Gender-Based Violence prevention, and response activities. ALIGHT is expanding its outreach mechanisms and introducing innovative new initiatives. ALIGHT currently has program activities in Aweil, Ulang, and Kajo-Keji counties.

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#### Job Purpose/Objective

The Logistics Assistant is responsible for supporting the Nutrition Supervisor to perform procurement, warehousing/supplies management, facility maintenance, vehicle fleet management, travel coordination and reporting.

#### Key Responsibilities

- Coordinate and document maintenance and renovation of ALIGHT facilities.
- Coordinate with Kajo-Keji office Logistics Department to requisition items and to prioritize those of the field office's procurements.



- Represent ALIGHT at meetings/working groups pertaining supplies logistics at the field level.
- Coordinate and document generator usage, servicing, and repair.
- Procure services, equipment, materials and supplies specific to program and operational needs in a timely manner, well documented and consistent with ALIGHT's **procurement policy**.
- Perform routine checks on vehicles, generators, and other assets to ensure that they are well maintained and in good working conditions.
- Coordinate and document vehicle movement.
- Maintain a well-organized storeroom and/or warehouse of program and operational equipment, materials, and other supplies.
- Take the lead in repositioning of programme supplies at the nutrition sites and compilation of stock reports.
- Maintain a comprehensive and up-to-date database of program and operational procurements.
- Maintain a comprehensive and up-to-date asset registry of all equipment, materials, supplies, vehicles, and other assets.
- Coordinate and document fuel procurement, distribution, and utility.
- Perform any other duties as assigned by the supervisor.

### **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 in Juba located at Plot 709 K-South, Behind Phenicia Supermarket, Off Ministry Road, Kololo Juba.

Applications can also be submitted to the following email address: [recruitmentss@wearealight.org](mailto:recruitmentss@wearealight.org). **or drop to Morobo County Head quarter.**

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 7<sup>th</sup> December 2022 at 4:30 pm local time.**

