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S/Inspector of Labour  
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## Procurement & Logistics Assistant

# USAID/South Sudan Monitoring, Evaluation and Learning Support Activity, Juba South Sudan

### Project Summary:

Implemented by Integrity Global, Inc. and MSI, the Monitoring, Evaluation, and Learning Support activity (MELS) supports USAID/South Sudan through tailored monitoring and evaluation services to enhance Mission programs. In a dynamic operating environment, MELS provides the Mission with flexible, demand-driven technical, analytic, and advisory support that 1) helps the Mission internalize and integrate concepts under Collaborating, Learning, and Adapting (CLA), 2) strengthens knowledge management and improves institutional memory, 3) advises on and produces fit-for-purpose MEL products, 4) enhances organizational effectiveness and operational efficiency, and 5) strengthens data-driven decision making through Geographic Information Systems (GIS) and other innovative spatial analyses.

### Position Summary:

Reporting to the Procurement & Logistics Specialist, the Procurement & Logistics Assistant will support all logistical and procurement matters for MELS in South Sudan. She/he will also work in collaboration with the HR and Finance teams to ensure that work meets USAID and Integrity practices and policies, especially in areas of logistical, procurement and administrative support for MELS activities.

### Responsibilities:

#### Administration

- Support in organizing all logistics including arranging for hotel accommodations, workshops, meetings and events, transportation, and communications.
- Support in preparation of itineraries for TPM travels and travel budgets in absence of the Logistic Specialist.
- Support in organizing commercial flights for field site travels in event when WFP flight is not available.
- Assist to coordinate staff IDs with the printing company in case new staff join or when staff IDs are expired.

#### Procurement

- Support the Logistics Specialist in purchase of goods and services in compliance with USAID and Integrity procurement policies and guidelines, ensuing accurate supporting documentations.
- Ensure that goods and services are purchased as required and accounted for in a timely manner.
- Assist in tracking office supplies to ensure adequate stocks are maintained.

#### Inventory and Assets Management:

- Assist in tracking all inventory issued to short term (STTA) and long term (LTTA) staff.
- Ensure all assets are well stored and notify the Logistic Specialist if any asset is damage or not working.
- Assist the Logistics Specialist to ensure that no property is issued to staff without appropriate documentation, authorization, likewise ensure that property returned to Integrity by staff is fully documented.

#### Fleet management:





- Coordinate with the drivers to ensure service schedule for Integrity vehicles is properly followed and vehicles are maintained on regular basis.
- Compile all monthly vehicle log sheets and file into their respective files.
- Ensure that all vehicle documents are up to date and copies are present in each vehicle as well in their respective files.
- Coordinate with the drivers and prepare monthly drivers' roster.
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**Qualifications:**

- Diploma or Bachelor's degree in Procurement & Supply chain management or related courses.
- Must have a Minimum of 2-3 years' experience in supply chain and logistics management.
- Previous experience conducting an evaluation of USAID or other donor-funded projects preferred.
- Excellent written and verbal communication skills.
- Excellent critical thinking and analytical skills, including attention to detail.
- Excellent team player who can work collaboratively to meet tight deadlines.
- Good analytical and quantitative reasoning.

Integrity and MSI is an equal opportunity employer that values diversity and inclusion. We strive to develop and maintain a culture that honors the perspectives and identities of our employees, our communities and those impacted by our work.

**\*\*Please note: Only South Sudanese citizens are eligible for this position\*\***

Closing date: November 30<sup>th</sup>, 2022

Please note that due to the urgency of the position, Cv will be reviewed on rolling basis

**To apply:** please hand deliver and addressing your application to Integrity Global MELS Human Resources and Administrative Manager at Goshen House, Gate I or email: [ssmels.recruitment@integrityglobal.com](mailto:ssmels.recruitment@integrityglobal.com) or use our online application system <https://podio.com/webforms>, <https://tinyurl.com/3h99f7d8>

