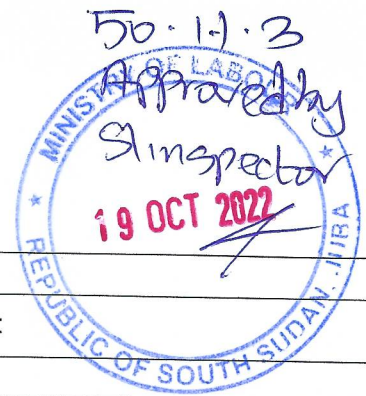


Job advertisement ERT Logistics Assistant



JOB TITLE & POSITION	Emergency Response Team Logistics Assistant
DUTY STATION	Juba/ERT Field Locations, South Sudan
REPORTING TO	ERT Project Support Manager
OVERALL PURPOSE	To serve as ERT Logistics Assistant with the Emergency Response Team (ERT) by being responsible for the equipment, team welfare and all logistical needs during ERT assessments and interventions in all states of South Sudan.
PROJECT OVERVIEW	Working as an important member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care, the ERT Logistics Assistant supports many of the logistics activities of the emergency response teams. On a day-to-day basis the ERT Logistics Assistant carries out a variety of functions required to ensure the logistical needs of the programme are met and that all logistical activities are delivered efficiently, accurately and on-time. All activities are carried out in line with Medair policies and procedures and according to any applicable donor, HQ or field guidelines.
FUNCTIONAL LINKS	
Internal:	ERT Project Support Manager; ERT Project Coordinator; respective ERT Project Manager; ERT Logistics department, ERT Sector staff, Finance department; Logistics department
External:	Beneficiaries; local civil and governmental Authorities (Commissioner, Payam Administrators, RRC, ROSS); locally hired staff, e.g. clinical officers, nurses and community health workers (CHW); local institutions; Partner organisations (NNGOs, INGOs).

Major Duties and Responsibilities

ERT Field Logistics

- Responsible for ERT Field logistics operations during Sectors' assessments and interventions.
- Organise and prioritise tools, equipment and spare parts. Arrange transport for the same during in and around the intervention area in consultation with the team leaders.
- Provide accurate stock reports to respective sector staff during ERT interventions for the purpose of ordering new stock.
- Track and receive items in the field. Check the items received against the waybill and report any discrepancies to the Field team leader, ERT Logs and Juba Warehouse.
- ERT Field Base; Take a lead in setting up and running ERT field Base during Needs assessment and activity interventions, including taking care of the Team welfare in the field.

Procurement:

- In collaboration with ERT PSM, assist with local purchases of supplies for ERT Field teams, upon instruction and under the supervision of Medair Procurement Guidelines/procedures.
- Ensure that the suppliers fill in all receipts/ROGs for local purchases correctly.
- Checks receipts against purchase orders, to ensure accuracy and completeness of items received.

Stock Management:

- In coordination with ERT Sector Team Leads at field locations, ensure all Base camping and beneficiary supplies are well organized, correctly stored, protected, fully identified and easily accessible (cleanliness, security, access, etc.) at ERT temporal field stores.
- Assist with following up of Stock requests submitted by Sectors to the Warehouse for processing; including ensuring loading and packing.
- Inform relevant Medair Juba Warehouse focal point person about upcoming GIK deliveries and provide copy of delivery documents for control against specifications and quantities.
- Undertake any other stock management duties assigned by PSM or Logistics Officers.

Asset Management:

- Assist the Senior Logistics Officer in updating Asset Inventory List on Medair Portfolio; including maintenance records and asset movements.

- In coordination with Senior Logistics Officer, ensure all assets are labelled/tagged for efficient tracking.
- Assist in identifying damaged or written off Asset for disposal based on Medair Asset disposal guidelines
- Assist Senior ERT Logistics Officer in management and maintenance of ERT Assets by preparing EQ repair forms for broken equipment.

Archiving/Admin Support

- Assist with maintaining proper filing system for ERT Project; including having in place, up to date File Folders, records, both in soft and hard copies.
- Support ERT Sectors in printing, copying and binding materials and other administrative tasks.
- Assist with setting up & maintaining a separate general GIK filing system; both soft and hard copies.
- Organizes and arranges archival material in alphabetical, chronological or other appropriate orders.
- Assign each archive box a unique reference and record it onto master archiving document tracker.

GIK Management;

- Assist in the coordination & tracking of donation deliveries or pickups, maintaining donation records & files.
- Coordinate with Warehouse, PMs and Procurement Department to prepare donation documents for both GIK-Ins and GIK-Outs
- Ensure up to date and timely entry and update of GIK management databases for both GIK-Ins and GIK-Outs Tracker
- Prepare for approval GIK-Ins and GIK-Outs donation Certificate.
- Work with the Project Support Manager and respective PMs to ensure GIKs received from the donors are safely delivered to the warehouse, recorded and correctly reflected in the WApp for accountability purposes

Staff management (Field):

- Hire local staff, such as; cooks, cleaners, guard, etc at field level. Create temporary work agreements and ensure they are trained and supervised accordingly.

Quality management

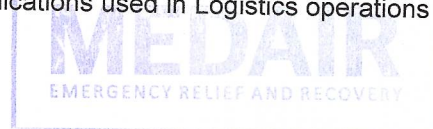
- Monitor and ensure proper use of equipment.
- Manage and secure the field store during interventions, and ensure maintenance of the compound.

Other duties as requested by ERT PSM, Senior Logistics Officer or PC.



PERSON SPECIFICATION:

Qualification / experience	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Certificate in Logistics/Supply Chain Management. • Valid South Sudanese driving license. 	<ul style="list-style-type: none"> • Extensive 4-wheel driving skills. • South Sudan School Certificate • Basic knowledge of motor mechanics
Work experience	2+ years' experience in humanitarian (emergency response) logistics operations.	<ul style="list-style-type: none"> • 2 years' relevant humanitarian logistics experience with a similar organization
Communication	<ul style="list-style-type: none"> • Good spoken and written English language • Good knowledge and understanding of Juba Arabic and other local languages 	<ul style="list-style-type: none"> • Team player: open to share and receive information • Ability to establish professional working relationships • Fluent in English, South Sudanese local languages.
Team building	<ul style="list-style-type: none"> • Team player: open to share & receive information • Positive, solution driven, respectful and with 'a can -do attitude' 	<ul style="list-style-type: none"> • Keeps a positive attitude in difficult situations. • Able to work well under pressure. • Strong skills in coordinating and collaborating with others
Adaptability	<ul style="list-style-type: none"> • Flexible, can cope multiple tasks and priorities at the same time • Capacity to adjust to difficult/harsh environment/field working conditions 	<ul style="list-style-type: none"> • Keeps a positive attitude in difficult situations. • Good self-starter with effective time management skills. • Stress management capacity.
ICT	<ul style="list-style-type: none"> • Good operating knowledge of Basic computer packages/applications such as MS Word, Excel, Outlook 	<ul style="list-style-type: none"> • Proficient in Computer use, including specific applications used in Logistics operations



Qualification / experience	Essential	Desirable
	PowerPoint and other supply chain management software.	

Work conditions	Five (5) Days/a week. The role requires flexibility with the option of field deployment without notice. Some the locations for ERT are hard to reach, remote with very basic living conditions.
Job details	This is a support role based in Juba and occasional deployment to field locations

Job commitment	
Starting date	1 st Nov 2022
Duration of commitment	Nov 2022 – March 2023
Date Issued	19 th of October 2022
	8 th of November 2022 at 5:00 PM South Sudan local time

Application Details	Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping or e-mail: recruitment-sds@medair.org .
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Note: This position is for South Sudanese nationals Only. As the position is urgently needed, shortlisting shall be conducted on a rolling basis. Due to the large number of applications we receive, only shortlisted candidates shall be contacted.

According to South Sudan labour law, Medair does not discriminate, directly, against any job applicant especially based on race, tribe or place of origin, national extraction, colour, sex, pregnancy or childbirth, marital status, family responsibilities, religious, political opinion disability.

