

CRADA Complex, Hai Tongpiny Na Bari  
Adjacent to Finn Church Aid (FCA), next to  
Danish Church Aid (DCA)  
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### Logistics Manager

**Location:** Juba  
**Posted:** 21<sup>st</sup> April, 2021  
**Closing:** 12<sup>th</sup> May, 2021  
**Reporting to:** Programs Director

### Background

CRADA is implementing two livelihood projects (SIDA Hum and DRA Joint Response Project) in Nyirol and Akobo County, integrated with animal health, nutrition and protection component, with Save the Children International in Jonglei State.

### Responsibilities

The Country Logistics Coordinator:

- Logistics Coordination
- CRADA logistics management
- Human Resources Management
- Procurement Management
- Equipment, Stock & IT management
- Movements Management & Transports
- Management of Property and Equipment
- Security Management
- Capitalization & reporting
- Is responsible for the country's logistics and security;
- Ensures the coordination and management of all aspects related to the country's logistics and particularly: purchase procedures, goods/services supply, the transport systems and the technical organization of the work of all CRADA's field offices in the country, in accordance with what is defined by the procedures;
- Is responsible for the security aspects of the organization, under the supervision and in coordination with the Programs Director and in close collaboration with the HQ.

### Logistics management

- **Coordinate the country logistics function**, both at Country Coordination level and at field office level;
- Ensure that the logistics works correctly in qualitative and quantitative terms, at all different levels and in compliance with the procedures;
- Ensure the **correct application of the procedures** – CRADA and the donors' – related to goods and services' purchases (including planning and necessary documents);





- Is responsible for **conducting security and risk assessment** in CRADA areas of intervention, participating to security meeting at central level;
- Is responsible for all goods and organization's properties security;
- Cooperate and support the Programs Director and the Executive Director about the expatriate and local staff security.

## Requirements

### Education / Experiences

- A **degree** in Logistics, Engineering, Business, or related field;
- **Minimum 5 years' experience** in the humanitarian field as **Logistics Coordinator** or in a similar position;
- **Proficiency in English**; Arabic is advantage
- Demonstrated experience in procurement, distribution, stock management, fleet management, communications and security;
- Experience of working within an insecure environment with responsibility for security planning, monitoring and management;
- Computer literacy, with high proficiency in the use of standard office software applications (e.g. Microsoft Word, Excel and PowerPoint);
- Valid driving license.

### Soft skills

- Strong analytical and practical problem-solving skills;
- Strong supervisory abilities, and demonstrated capacity of teamwork and of coordination with the relevant actors;
- Very good inter-personal and writing communication skills;
- Ability to organize work efficiently and deliver assignments in a timely manner often under time constraints.

### Standard of Professional Conduct

- CRADA employees are required to abide by the values and principles outlined in the CRADA Code of Conduct which are Integrity, Service, and Accountability. In accordance with these values, CRADA operates and implements policies on Beneficiary Protection from Exploitation and Sexual Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons.

### Diversity, Inclusion and Gender Equality

- CRADA acknowledges and honors the fundamental value and dignity of all individuals. We are an Equal Opportunity Employer and consider all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, marital status, veteran status or disability. CRADA is also committed to narrowing the gender gap in leadership positions. We offer benefits that provide an





- Follow the supplier's performance in compliance with CRADA's standards;
- Ensure that the selection process for goods and services and the contracts assignment (calls for tenders) occur in a transparent and coherent way.

### **Vehicles and machines management**

- Ensure the **machines/vehicles' utilization planning**, in collaboration with the supervised staff;
- Ensure that **vehicles' maintenance and repair** are carried out and that all monitoring reports and regular checks are correctly performed;
- Ensure that, relatively to the use of vehicles and machines, the organization's procedures and the country's rules are followed.

Under the supervision of the Programs Director, you will be responsible for securing logistical performance to provide programs with optimum support and ensure compliance with procedures, as well as for recruiting and train a log manager. In addition, you will be responsible for supervising logistics activities and provide logistical support to the field team

### **Goods and stock management**

- Ensure that all goods are included in the **inventory**, and controlled when entering and exiting the storage space;
- Ensure the **stock monitoring** and the use of instruments for report writing;
- Monitor the correct goods' use and conservation;
- Ensure that the correct maintenance of the immovable goods is performed and that the country is provided with rules for correctly making use of these goods;
- Ensure that all **logistic-related reports** are produced according to what is stated by the CRADA's procedures and the Country Regulation (vehicles and goods' management, supplies, purchases, storage space, staff reports etc.).

### **Human Resource Management**

- Coordinate, **supervise and evaluate** the logistical staff work;
- Ensure the **training** of the country's logistical staff;
- Ensure that all the expatriate staff a register and with the due permission to work in the country.

### **Institutional relations**

- Represent the organization at all logistical clusters and at security coordination meetings, upon delegation by the Programs Director.

### **Security**

- Is responsible for the **application**, the update and the dissemination of the country **security regulation** at central and field level;





enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other encouraging benefits.

#### **Terms and Conditions**

- The successful candidate will be contracted for a period of 6 months, with the possibility of extension, depending on satisfactory performance and continued funding availability.

#### **How to Apply**

- All interested applicants are encouraged to apply via CRADA Human Resource Email [hr.crada@gmail.com](mailto:hr.crada@gmail.com), and copy to [crada\\_sudan2003@yahoo.co.uk](mailto:crada_sudan2003@yahoo.co.uk), or by hand delivery to CRADA offices in Tongpiny by sending resume and cover letter.

• CRADA is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications. Female applicants are encouraged to apply.

**NB:** with the nature of this position, applications selection, shortlisting and interviews are conducted as we receive application on first come basis come basis

