**JOB OPPORTUNITY**

**Position: Logistics and Finance Assistant (4 Positions)**

**Project: WASH and FSL**

**Report to: Finance Advisor**

**Location: Twic East (1), Juba (2) and Aweil East (1)**

**Closing Date: 20th August, 2019**

**During of contract: 6 Months**

**Date of commencement: 1st September, 2019**

**Background:**

Green Belt Initiative **(GBI)** is a national non-governmental humanitarian and development organization operating in South Sudan since 2016 promoting sustainable utilization of environment including water resources, agriculture, fisheries and related sectors for socio-economic benefit of all generations–for better human health, terrestrial ecosystems and biodiversity.

 GBI as a national NGO was formed with the consent, enthusiasm and committed to deal with the looming environmental, water, adverse climatic and socio-economic problems facing the country and with an ultimate goal to establish sustainable solutions and improved quality of human life by creating working environment that promotes productivity.

**PROJECT BACKGROUND**

The project seeks to provide integrated WASH and Nutrition services for people affected by the crisis in Twic East County by targeting SAM children and their families in nutrition sites and in community while strengthening the capacity of nutrition workers and volunteers on the WASH’Nut core competencies. Acknowledging that poor WASH services are a key driver to poor health, and ultimately resulting in high malnutrition among children, the project will provide clean water and sanitation to 16,025 people in the community and 1600 SAM children in 8 nutrition sites in five payams of Twic East. The project will run for six months from 1st September, 2019 to 29th February 2020 and supported through South Sudan Humanitarian Fund (SSHF).

**Essential Job duties/Scope of Work:**

**Summary of Job Description**

* To provide overall supervision and coordination of staff and activities in the procurement and logistics unit.
* To plan, monitoring and processing administrative actions related to travel management including contracts with external vendors to ensure all data is accurately and timely recorded, processed in GBI operation manual and any operational issues addressed.
* Provide timely support to finance department especially keeping proper records of all paid and unpaid supplies.

**Core Functions/Responsibilities:**

* Ensure the proper design and timely functioning of a service- and support-oriented procurement management system for grant projects, including procurement, contracting and logistical support.
* Prepare and conduct Request for Quotations (RFQ’s), Purchase Requests, Bid Analysis Sheet (BASs), and review purchase receipts, quotations, bids and proposals, evaluations and negotiations of all goods and services to ensure compliance with GBI procurement regulations.
* Ensure that all necessary documents are collected and submitted to project finance focal point as required.
* Keep in mind Programme requirements, donor regulations, GBI procurement policies and financial guidelines, establish, maintain and reinforce a catalogue of procedures governing procurement, contracting and logistics support activities for the GBI procurement and logistic manual.
* Establish and maintain centralized records of all aspects associated with procurement and logistics of GBI to ensure that the highest standards possible are followed.
* Ensure consistent communication, coordination and responsiveness with the field team on the status of procurement, contracting and logistics activities.
* Implement proper control and monitoring procedures for the procurement and contracting processes; responsible for ensuring the transparency and competitiveness of GBI bids analysis, and bidding and tendering processes are achieve.
* Monitor the procurement and logistics competency of ongoing FSL projects and evaluate the same on completed projects.
* Make travel arrangements, including reservation for tickets, ensuring that tickets are collected and given to the passenger in good time, and that all travel is in accordance with the GBI travel guidance.
* Maintain liaison with travel agents, ensure invoicing and billing with Travel agent is performed in line with GBI rules and regulation while negotiating best service at most competitive price for all travel in/outbound of South Sudan.
* Ensure that all procurement and contracting processes are in full compliance and all activities are up to date with GBI and donor reporting and auditing requirements.
* Implement effective internal control of assets, inventory and property management.
* Assist in the coordination of vehicle controls, supervision of drivers, and management of staff movements.
* Coordinate and lead the logistics arrangements for meetings and workshops including, advising staff on suitable locations for the meetings, making preliminary bookings, liaising with the hotels and providing any administrative assistance required for the meeting e.g. availability of equipment and communication facilities at meeting venues.

**Required Qualifications and Experience**

**Education:** First level university degree in Economics, Supply Chain, Logistics, Engineering, Business, Finance, Management or other related field with additional years of related work experience and/or training/courses.

A minimum of 1 year of relevant professional experience in logistics management, supply chain management or related fields is required for holders of an advanced university degree.

3 years of relevant professional experience in logistics management, supply chain management, finance or related fields is required for holders of a first level university degree.

**Language:** Fluency in both English and Arabic.

**DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:**

* Experience in commercial or humanitarian transportation sectors.
* Experience monitoring and reporting on transport and freight market conditions and trends.
* Experience in dealing with shipments and clearing imports/exports with customs officials.
* Experience coordinating procurement and transportation processes with other units/ teams.
* Experience in warehouse and commodity management.
* Experience working with corporate systems (databases, software) is advantage.

**Behavioral**

a) Takes responsibility and manages constructive criticism;

 b) Works effectively with all clients and organization;

c) promotes continuous learning; communicates clearly;

d) Takes initiative and drives high levels of performance management;

e) Contributes to a collegial team environment;

 f) incorporates gender related needs, perspectives, and concerns, and promotes equal gender participation;

**Technical**

a) Effectively applies specialized knowledge of logistics and procurement to timely source goods and services;

b) Effectively works with vendors and service providers in compliance with GBI procedures to secure cost-effective quality solutions for GBI.

**How to apply**

Applications should include a CV and a cover letter and should be submitted to Juba head office at Hai Cinema -Yaro Plaza or by email to **green.beltinitiative@gmail.com**

Please indicate the title and location in the subject line when applying, e.g.; "**Logistics and Finance Assistant Officer.**

GBI is an equal opportunity employer and Female candidates are highly encouraged to apply. Only shortlisted applicants will be contacted.

Deadline: **22nd August, 2019**

*Academically competent female candidates are strictly required for these positions.*