



## VACANCY ANNOUNCEMENT

Action Against Hunger is a Non-Governmental Organization whose aim and mission is to save lives by eliminating hunger, Under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Deputy Logistics Manager**: 01 position to be based in Old Fangak and Paguir, Jonglei State.

Position open date: **February 7, 2023**

Closing date: **February 24, 2023**

Expected Start date: **April 1, 2023**

Contract Duration: **12 Months**

Location: **Old Fangak and Paguir, Jonglei State, South Sudan**

*Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in seven countries: Kenya, South Sudan, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 1,500 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.*

### **I. SUMMARY OF POSITION**

Under supervision and guidance of Logistics Head of Department and Field Coordinator, the Deputy Logistics Manager provides support in operationalization of Logistics activities in Fangak County through technical support, build capacities of staff and liaise with program and support team at base and national office levels for efficient management and functioning of services on ground.

The Deputy Logistics Manager's role has the following purpose, engagement and delivery:

#### **PURPOSE**

The Deputy Logistics Manager position is charged with implementing the Action Against Hunger South Sudan Logistics strategy and oversee and implement current Logistics activities in Old Fangak and Paguir bases.

#### **ENGAGEMENT**

The Deputy Logistics Manager, under the guidance of the Logistics Head of Department and Field Coordinator, will internally collaborate with technical teams (Nutrition, FSL, WASH and emergency teams) and support teams for program integration and quality service delivery. Externally, the Deputy Logistics Manager will play a key role in local representation with State RRC, County administration and other partners for exchange of information.



## DELIVERY

The Deputy Logistics Manager will oversee the quality implementation of Logistics activities through Supervision and implementation of Logistics activities (procurement, fleet management, warehouse management, security management & communication, staff management & capacity building, supply chain management, budget monitoring, etc.) and quality reporting all in line with internal rules and regulations, funding regulations and Action Against Hunger Charter of Principles and Core Values.

## II. ESSENTIAL JOB FUNCTIONS

Key to the role is overseeing quality and timely implementation of Logistics Activities to ensure continuity of effective service delivery and save lives. The specific roles and responsibilities of the Deputy Logistics Manager are stated as follows:

### 1. Supply Chain Management

- Collect, compile and process all procurement requests of programs and GH at the base level, updating procurement follow-up and follow up on orders/requests and ensure that all Action Against Hunger internal procedures and systems are followed.
- Maintain list of local suppliers of products and services, ensuring update of the catalogue (price list) regularly.
- Ensure stock management systems are up to date (storage conditions, stock cards, reports, expiry dates, etc.)
- To monitor the goods and services delivered to the departments/bases/programs by various modes of transport.
- Archive all closed purchase dossier and send the original to capital on a monthly basis.
- Complete the In-Kind donation and follow-up on in-kind donations.
- Take complete responsibility for the receipt, storage, accounting and reporting of all items received and stored in the warehouse(s) in collaboration with the storekeeper.
- Together with storekeeper/Logistics Assistant, prepare and supervise loading, offloading and ensure all documents are duly filled and signed.
- Transmit upper base PR on time as necessary.
- Consolidate monthly logistics cash forecast and the invoice payment schedule; adhere to policies and procedures; works for base improvements; provide inputs to budget proposals and procurement plans.
- In collaboration with Finance, ensure all advance procedures are followed and documents are shared with relevant person.

### 2. Team Management, Capacity Building & Coordination

- Manage the Logistics Officer, Logistics Assistant, Boat Drivers and other Logistics team through definition of objectives that will help him/her reach his/her full potential and achieve the objectives of the department.
- Support to train and mentor Interns and Logistics team, supervise Logistics team and appraise employees; manage workload and task assignments of team members to ensure overall warehouse objectives are met.
- Coordinate with HR department in the recruitment and on boarding of qualified Logistics staff and volunteers in collaboration with the Field Coordinator
- Support in the development and supervision of action plans for Logistics team members.
- Ensure that HR procedures defined for the mission are followed, in collaboration with HR and Field Coordinator



- Conduct weekly meeting with Logistics team and share minutes/action points with the team, and monitor the implementation of the action points
- Ensure the coordination of the Logistics activities with programs on various areas including training, resource use, movements and information sharing.
- Coordinate with national office and other Bases to ensure sharing of relevant information, best practices, knowledge and experience, resources, etc.
- Reinforce collaboration with government (RRC) and other partners at the state level.
- Actively participate in state level humanitarian coordination meetings in coordination with the Field Coordinator.
- Taking additional responsibilities as assigned by the Field Coordinator or other responsible body

### 3. Equipment & Fleet Management

- Support and organize weekly vehicle movement planning and staff movement.
- Initiate maintenance, service and repairs of the fleet.
- Ensure fleet costs are inserted in each vehicle folder for future references.
- Checks the vehicle's administration issues: registration, insurance, road tax, fuel consumption logs, driver's license and the equipment and papers that should be available in each car
- In collaboration with the store keeper/Logistics Assistant, plans and organizes transport for goods to destinations: packing, weighing, labeling, preparation of packing list, organizes loading/offloading, prepare transport documents (waybill), notify destination, and confirm arrival
- Assess the equipment needed for the base and ensure the safety of the equipment.
- Supervise the allocation and the use of the equipment and ensures that individual fill allocation forms for equipment under their custody.

### 4. Security Management & Communication

- Provide information for the local security plan updates when requested
- Implement security rules and guidelines in Logistics, supervise, and promote the implementation of security rules and measures in the base.
- When delegated by the Field Coordinator , provide security briefing to all new expatriate/delocalized staff and visitors reaching the base
- Monitor, regulate and control the protection of Action Against Hunger's property and ensure that all security related facilities are in place and security information is collected.
- Carry out day and/or night checks on the performance of the security guards, checks the security logbooks and stay informed about security problems.
- Compile and submit security incident reports as needed
- Compile and submit weekly, monthly, quarterly and annual Logistics reports as needed
- Inform security guards about Action Against Hunger security policy and changes

### 5. Warehouse & Stock Management

- Oversee effective warehousing and inventory management operations in both Old Fangak and Paguir and support the teams in effective warehouse and stock management;
- Ensure inventory is accurately and transparently tracked from the point of receiving, storage, dispatch and confirmation of delivery of goods to their intended destination;
- Ensure all goods are tracked by Description, Donor Code and Project Code;
- Ensure all associated paperwork is completed and filed correctly so that there is a clear auditable trail for all stock movements;



- Ensure all stock discrepancies/damages are properly documented, investigated and reported to Head of Logistics and the Program Managers;
- Plan warehouse floor layout for efficient stock movement;
- Ensure the appropriate storage and physical condition of stocks according to their specific requirements;
- Ensure all stock is released with a Stock Release Order which is approved in line with Authorized Signatures Form;
- On a monthly basis, complete stock report for Old Fangak and Paguir warehouses ensuring that all stock entries and exits match the waybills, stock cards and SRO
- Ensure access to warehouses is restricted to designated staff and other staff are only permitted to enter when accompanied by designated staff;
- Report any problems with quality, quantity or documentation immediately
- Keep stocks forms bin cards, stock cards etc. up to date
- Manage the reception, storage and reporting of IKDs for the Base.
- Ensure that all warehouse and stock management files are updated and properly filed
- Ensure that receiving and dispatching stock are managed properly as per existing procedures in coordination with storekeeper/Logistics Assistant.
- Ensure understanding and implementation of the full compliance with Action Against Hunger warehouse & stock management guidelines and donor regulations;
- Ensure warehouses are kept secure at all times and are maintained, clean, well-organized and pest free stock and periodically plan for fumigation of storage facilities;
- Arrange stock in such a way that it's easy to count and aisles are accessible Check daily and record the temperature and humidity of the store;
- Remove/ separate infected products and inform the Line Manager;
- Separate foodstuffs from other stock and pay special attention to dangerous goods
- Work in LINK and able to create, share and submit of Procurement Lines (PLs) in LINK, and also be able to manage stock in LINK.

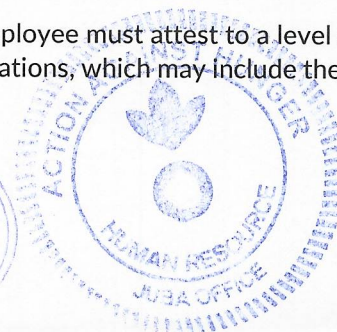
### III. GENDER EQUALITY COMMITMENTS

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance
- Respect beneficiaries' women, men, boys and girls regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age or marital status
- Value and respect all cultures and
- Promote and uphold the PSEA policy and procedures.

### IV. PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.

To travel to the OTP sites to check storage facilities, the employee must attest to a level of physical fitness capable of enduring physically difficulty, highly stressful situations, which may include the necessity to walk





long distances, to eat a limited diet and/or to reside in potentially uncomfortable housing or tents. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### V. WORKING CONDITIONS, TRAVEL AND ENVIRONMENT

The duties of the job require regular job attendance at least five days per week. Must be available to work outside normal office hours or on the weekends as required.

Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as infectious diseases

#### VI. REPORTING RESPONSIBILITIES

- Prepare weekly, monthly, quarterly and annual reports on Logistics activities
- Supervise inventory and stock reports for stabilization Centre and nutrition sites
- Preparation of other reports as needed

#### VII. REQUIRED QUALIFICATIONS

- Degree/Diploma in the field of Logistics, Accounting, Supply Chain Management and other related fields
- At least 5 years of experience in Logistics management
- At least 3 years of experience in humanitarian field of work (mandatory)

#### VIII. REQUIRED SKILLS & EXPERIENCE

- Technical expertise in Logistics management
- Experience in supply chain management
- Technical knowledge in ICT will be an added advantage
- Flexible personality
- Willing to travel often and have minimal personal space
- Excellent communication and training skills
- Good management and representation competencies
- Ability to analyze data and produce quality reports.
- Experience with Action Against Hunger-USA or other international/national organization engaged in Logistics activities is highly desirable
- Computer skill (Word, Excel, Power Point, etc.)
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To apply, please! Send your **Cover letter, CV, & ID card as one Document** with three professional References to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org) specifying **Deputy Logistics Manager:** as the title of your email, or hard copy Applications delivered to Action Against Hunger Office in Hai Cinema, near St James Parish.

The deadline for applications is **February, 24 2023 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.





We will only receive, accept and consider all applications submitted through referred channels above, any applications submitted other than channels stated here in will not be accepted & considered.

***"This Position is Open to South Sudanese Nationals Only"***

***"Qualified Female Candidates are encouraged to apply"***

A handwritten signature in blue ink, appearing to read "Albert Lee".

