

**Volunteer Position: 1 Logistics and Admin officer - SOUTH SUDANESE ONLY**

Job Title	Logistics and Admin officer-Volunteer/Intern-
Organizational Unit	Operations
Duty Station	Juba
Opening date	10/09/2019

MINISTRY OF LABOUR & SOCIAL SERVICES  
10 SEP 2019  
HUMAN RESOURCE DEVELOPMENT

**Organizational Context**

**TERM** is a non-political, non-profit organization duly registered by the Relief and Rehabilitation Commission as a NNGO. It was formed on the background to respond to needs of Displaced persons, refugees and returnees to help and ensure such affected group of people get access to dignified basic services through provision of humanitarian support so as to alleviate further suffering, strengthening of local capacities and build stronger resilience.

**TERM** Focuses on community development and programing to ensure empowered and viable generations that promote and works to build a suffering free society. TERM works to strengthen its ability to access the grass roots through provision of services in the sectors of WASH, EDUCATION, FSL, YOUTH and Women empowerment, Psychosocial support and trauma healing, Advocacy on Environmental protection and conservation to ensure "A suffering free society"

**Job Purpose**

The purpose of the position is to expose the individual and provide a learning and development platform to fresh graduates to acquire skills that contribute to building and strengthening their career prospects.

**With support from her supervisor the above post holder shall work to execute the following roles.**

Review and develop logistics systems to support the program in line with the TERM policies and procedures

Track and monitor the purchase and transport of logistical items ensuring senior management are kept updated regarding progress.

In coordination with TERM's external security expert conducts security risk analysis both at office and operational level and provide relevant information and advice to field teams and Executive Director respectively.

Supervises the security guards and ensure compound and property safety both at day and night, s/he is also preparing a roaster for the guards this will be in coordination with TERM's external security expert.

As administrative role s/he supervisors the cleaner/cook and ensures tidiness in the office, meal purchases are in order.

Responsible for monitoring and reporting of infrastructural issues at Juba and field offices and providing relevant recommendations for improvement

Ensure proper management of assets including labelling, tagging etc.





The staff will also oversee the use of TERM's assets including vehicles, motorbikes, bicycles etc. ensuring all trips are recorded in the logs books and machines are kept in good condition.

Train and develop relevant staff in logistical procedures, asset control, stores control and management in line with TERM policies and procedures during a formal training session

Work with project coordinators and Officers in developing of project procurement plans

Ensure all logistical procedures use in the field by program staff comply organization's policies and donor requirements

Ensure the programme management team are kept up-to-date of all relevant issues relating to logistics and procurement process.

Assist with the day-to-day administration roles including processing and follow up of organization legal documents.

Assisting in the maintenance, and where necessary, improvement of the procurement and logistics systems.

Assist with the planning of procurement, identification of suppliers, and the procurement of locally available inputs through Local Purchase Orders.

Maintain accurate material accounting records for the procurement, receipt and inspection, warehouse inventory, fuel and water stockholding, and distribution reports.

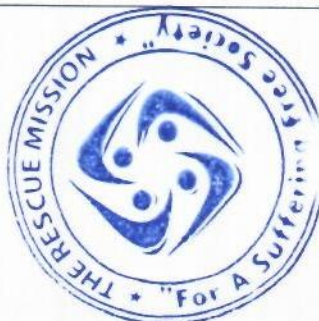
Ensure the proper operation of the TERM field base/stores including the proper storage of inputs, inventory / stock management and control, plus material handling.

Ensure invoices received from its preferred supplier are correct and in order before seeking signatures from management.

#### Position Requirements.

**The Rescue Mission is a growing organization who would want to grow with people who aspire to grow. We are therefore looking for a committed individual with high self-esteem who is ambitious to inspire generations through causing a positive change to ensure "A suffering free society"**

<b>Education</b>
Degree, Diploma or Certificate in Business Administration, Logistics/Procurement,
<b>Consideration</b>
The person should have completed the above course less than 6 months ago. Should not have been attached to any internship program during the course of the study. Have recommendation from college, institution, university permitting/requesting her to do an internship/training. Be from recognized institutions of learning within South Sudan, the region etc.





### **Knowledge and Skills**

Excellent verbal communication/facilitation skills

Excellent computer knowledge,

Driving experience (both vehicle and motorcycle) with valid license is an added advantage

### **HOW TO APPLY**

If you are interested to apply for this position, please submit your CV at the earliest along with your cover letter outlining how your qualifications, skills and experience suits this position. Submit your non-returnable CV and copies of all relevant recommendations/documents to TERM Head Office in Juba located in Gudele, Opp Shar Beteri 2 km from the Main road North ward to Joppa after Best Care Pharmacy.

Please indicate the position you are applying for as. **"Application for the position of Logistic and Admin officer"**

### **Note**

Ensure to register on submission of your application only successful candidates shall be considered for the next stage, 1 week after the deadline, **Deadline for submission of application is 27**

**September 2019**

**Candidates are encourage to apply at the earliest as the position needs to be filled urgently.**

TERM practices a transparent recruitment process and provides equal opportunities to all without discrimination based on Gender, race, ethnicity etc neither do we accept lobby for a position through whatever means. All qualified candidates are encourage to apply,

**Women are strongly being considered for this position**