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APPROVED
22/08/2023

TEMPORARY EMPLOYMENT OPPORTUNITY: JOB VACANCY

Job Title: Logistics Assistant

Organisation: Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance

Duration: 3Months (MATERNITY COVER)

Job Location: Juba, South Sudan

Posting date: 22nd August, 2023 Closing date: 8th September 2023



Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organization, dedicated to excellence in the field of first aid, ambulance service, social service programs, and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation, and emergency relief, implementing and supporting mostly health projects worldwide.

Our Do No Harm Commitment: Johanniter International Assistance (Johanniter) takes a zero-tolerance approach to sexual exploitation, abuse and harassment. This applies to our own organisation and extends to those we work with. Working together with others, we continue to strengthen our approach to safeguarding – by enhancing accountability, improving support for people affected by sexual exploitation, abuse and harassment, and driving cultural change through strong leadership. Our recruitment background check includes Safeguarding aspects.

We have a zero tolerance policy when people cause harm to others. Staff who misbehave or are complicit are held accountable for harmful actions. It is the employee's responsibility to promote appropriate behaviour and to report infringements that could potentially harm those in our organisation's care and damage the reputation of Johanniter. Those who raise complaints or concerns are appropriately protected and respected.

Job Responsibilities and Accountabilities

Overall job purpose

The job holder will support the provision of logistical support to Juba offices while ensuring compliance with donor and organisational policies and procedures for effective programme delivery. S/he will be responsible for assisting with procurement, asset management, fleet management, inventory management, facilities management, and collecting quotations from vendors in close collaboration with Procurement Officer and the program staff.

Reporting Lines

Reporting to: Procurement Officer

Replaced by: Procurement Officer

Receives technical advice from: Operations Support Coordinator



Tasks:

Strategy and Vision

- Actively supports the values of Johanniter and shapes the work of the GSU logistics team according to these values.
- Support the implementation of the country logistics strategy in line with the global Johanniter strategy

Operations and Logistics management (95%).

- Assist with logistics functions in accordance with Johanniter and donor guidelines while ensuring strict adherence by programme and support staff.
- Coordinate with the procurement officer and suppliers to ensure timely delivery of items/services.
- Assist with documenting allocation of assets and ensuring that they are tracked, labelled, operated in the most cost efficient manner, and maintained appropriately
- Assist with ensuring proper record-keeping, storage and issuing of inventory, physical inventory checks, storage conditions, security provision and facility maintenance
- Implement appropriate storage processes, procedures and solutions for items in transit to field locations (e.g. Ensure proper documentation, packaging and labelling of items before dispatch)
- Act as a focal point with commercial and UN transporters to coordinate receipt of relief items sent to field location from Juba.
- Assist with ensuring appropriate allocation and safe use of vehicles and ensure servicing and maintenance schedules for generators /motorcycles are adhered to and properly documented
- Assist with the compilation of relevant monthly Logistics reports.
- Assist with reviewing and ensuring completeness and accuracy of fleet-related documents (e.g. logbooks, fuel requests) in collaboration with drivers and other user departments
- Contribute to the maintenance of accurate filing systems with documented and supported records, both manually and electronically, of fleet/base activities for audit purposes in accordance to Johanniter policies and procedures.
- Manage fuel depots and ensure a transparent system is in place to track usage, delivery, requisition, reorder levels and properly documented in Juba office.

Other (5%)

- Perform any other duties and task as may be assigned by the Procurement Officer or the Operations Support Coordinator

Person Specification:

Professional Qualification and Experience:

- Minimum of a Bachelors Degree in Procurement and Supply Chain Management from a recognized university.
- Relevant 3 years of experience in a similar position with INGOs in South Sudan
- Solid knowledge of stock management.
- Good knowledge and understanding of procurement and logistics procedures.
- Experience working in a busy logistics department within an INGO.

Skills

- Ability to remain productive when under pressure
- A systematic and efficient approach to work
- Comfort working collaboratively with team members to achieve results



- Ability to relate and work well with people of different cultures, gender and backgrounds
- Good communication skills
- Ability to plan his/her own work on a daily/weekly/monthly basis
- Attention to detail and timeliness in reporting
- Team player
- Ability to work with minimal supervision
- Strong working knowledge of English (spoken and written) and a functional understanding of Arabic is a plus

The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.
How to apply; Deliver your updated CV, motivation letter, photo copies of academic certificates and your National ID or passport as a single document to:
Office of Johanniter International Assistance Juba, located at Kololo, Pope Francis Road, Opposite American Embassy **not later than 8th September, 2023.**
All the photocopies once submitted shall remain the property of Johanniter International Assistance.

