

CONSULTANCY FOR LOGISTICS OFFICER TO CONDUCT INVENTORY VERIFICATION

Position:	Logistics Officer – Consultant
Duty Station:	Juba and Roving
Reports to:	Finance & Administration Manager
Salary Remuneration	As per the Stromme Foundation Salary Scale
Duration	10 Days [with the possibility of extension]



Stromme Foundation's vision is a world free from poverty, and our mission is to fight poverty by ensuring that all people have equal rights to economic resources get their basic needs met and can live a dignified life. Stromme Foundation is a value-based development organization. With the shared deep conviction that all human beings are born free and equal in dignity and right, SF and all our employees shall strive to approach people with openness and respect, without distinction of any kind, act against injustice, and ensure and fulfill human rights for all, and show solidarity and promote the dignity, rights, and development of all peoples. All employees should work by and adhere to Stromme Foundation's vision and values, Global Strategy, and other core global documents, strategies, policies, and guidelines.

DESCRIPTION OF TASKS

Stromme Foundation is seeking for Logistics Consultant to perform a physical verification of all assets listed in Stromme's asset management database system. This exercise aims to ascertain the existence and usability of the assets register in Stromme Foundations' asset register.

1. Physically verify that the following attributes from the actual equipment match what is shown in the listing:
 - Property Tag Number – Verify that the tag is affixed to the asset, legible, and undamaged.
 - Serial Number – Verify the serial number. If no number is available note as N/A.
 - Manufacturer/Model – Verify the manufacturer name and model.
 - Location – Verify the location in terms of staff holding, and the room number.
 - Description – Verify the description of the asset.
 - Condition Code – Update the physical condition of the equipment.
2. Correct any invalid/missing information in the asset register.
3. Make sure that tags are bar-coded and affixed to the equipment where they can easily be read.
4. Register provided for asset management that was not added in the asset register.
 - Provide all available information to the asset register including manufacturer's name, manufacturer's model number, serial number, description, cost, unit, donor, custody code, and location.
5. Identify equipment that cannot be tagged and provide records to verify the physical inventory was conducted. This can be a binder with the tag and information above, plus a picture (if available).
6. Submit list of assets that you can propose for disposal.
7. Review and submit the Physical Inventory updated register.



Deliverable

- I. Submitted an updated inventory list and verification report on the status of SF assets.

Qualifications and Experience

- I. The candidate must possess at least a BA in Logistics, Procurement, and Supply Management.
- II. The candidate must possess at least 1-3 years of experience in supply management, store management, and logistics.

Qualification and Professional Experience

- Bachelor's degree in logistics, business administration, supply chain management or management studies, or any other related field.
- Specialized training in administration and logistics operations and practices is an asset.
- At least 1 – 3 years of relevant professional experience in a similar position.
- Ability to respond effectively to time-sensitive demands and inquiries.
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.
- Knowledge of HR functions (pay & benefits, recruitment, training & development etc.)
- Understanding of Labor laws and disciplinary procedures.

Application Procedure:

Send your application, Curriculum vitae, copy of national identity, and copies of academic credentials and contacts of three referees by **July 25, 2024**. Email to: southsudan@stromme.org and copy to Alice.Tivo@stromme.org

