



# Logistics Manager - South Sudan - USAID Empowerment Activity

Position Location: Juba -South Sudan

Project Name: USAID Youth Empowerment Activity Anticipated Start Date: Immediate



## EDUCATION DEVELOPMENT CENTER (EDC)

Education Development Center (EDC) is a global nonprofit that advances lasting solution education, promotes health, and expands economic opportunity, with a focus on vulnerable and underserved populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

**EDC is committed to equity, diversity, and inclusion in the workplace.**

## Project Description

The USAID Youth for Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across five states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. The USAID Youth for Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

## Position Description

The Logistics Manager will be responsible for full logistical support for activities related to Teaching and Learning Materials (TLMs), for trainings and workshops and will be the focal person for the management of assets, vehicle fleet and consumable supplies,

Planning and managing logistics, warehouse, transportation, directing, optimizing, and coordinating full order cycle, organizing, and monitoring storage and consignment.

The Logistics Manager will report to the Director of Finance and Operations. This is a full-time position based in Juba, South Sudan.

Essential functions include, but are not limited to:

### I. Direct program support

- a. Coordinates with the project team the efficient distribution and delivery of Teaching and Learning Materials (TLMs) and other inputs youth groups, communities, and other system recipients.
- b. Provides logistics for training, including large scale training and workshops.



- c. Manages logistics arrangements for high level and routine project activities, including local and international transport, hotel bookings, conference, and workshop facilities.
- d. Collaborating closely with senior-Finance Manager, procurement manger and head of finance and operations to discuss Organizations' updates and request improvements for the logistics team to implement. work with logistics Officer and Assistant to determine any logistical improvements needed to increase their productivity and efficiency levels.
- e. The supervisor of the team and oversee the entire supply chain purchasing and distribution process in consultation with Director of Finance and Operations
- f. Take and manage the inventory of the materials stored within the warehouse. Collaborate closely with suppliers and clients to build strong and long-lasting relationships.
- g. Constantly working with shipping carriers as well to determine and negotiate shipping rates for materials.
- h. Handle the entire delivery process of the materials by scheduling both inbound and outbound shipments and constantly monitoring them to make sure each material arrives on time.
- i. Ensure the logistical processes are running smoothly, meet with the Finance and Operations head to determine which logistics improvements need to be made to increase productivity levels across the organization.

## **I I. Driver and vehicle management**

Establish and implement systems and procedures for the management of

- a. Driver and vehicle schedules.
- b. Vehicle rental.
- c. Vehicle logbooks.
- d. Maintenance and repairs of vehicles.
- e. Vehicle inspections.
- f. Monthly vehicle usage reports.
- g. Up to date vehicle registration and insurance.
- h. Complete and up to date vehicle files at all times.
- i. Security and safety of vehicles and passengers.



## **III. Fixed assets management**

- a. Assure maintenance and repair of all fixed assets.
- b. Ensure system is in place for tracking all fixed assets.
- c. Organize and oversee at least annual physical inventory of all fixed assets.
- d. Update fixed assets database as and when changes take place.
- e. Issue fixed assets reports on at least semi-annual basis or upon request.
- f. Issue fixed assets to custodians.
- g. Maintain disposition and damaged inventory list.
- h. Arrange for disposal of assets when necessary following USAID regulations.
- i. Liaise with and support Zonal Supervisors as necessary for all the above functions.



- j. Contribute to the design and implementation of the project's learning agenda and actively participate in Collaborating, Learning, and Adapting (CLA) processes in place within the project.
- k. Undertake other associated tasks and duties as assigned by supervisor.

The candidate for the position of Logistics Manager shall have at a minimum the following qualifications:

### Education:

Bachelor's degree in business, logistics, operations engineering, supply chain management, Business Administration, Accounting, Social Sciences, or a two-year associate degree and work experience in the logistics field any other relevant field to the position

Experience in working more than one area of logistics, such as warehousing or transportation, is a plus. Certifications from organizations in other areas, such as engineering or technology, that include skills and knowledge needed in logistics may also be considered as experience when hiring for this position.

### Skills and Experience:

- A minimum of 6 years of progressively responsible and directly relevant experience in similar positions.
- Knowledge of USAID regulations.
- Proficiency in advanced Excel and MS Word.
- Excellent social skills at all levels, cultural sensitivity, ability to work under pressure and with a team, negotiate diplomatically, and the ability to work in a multicultural and multidisciplinary work environment.
- Must be proactive, able to work independently and meet tight deadlines.
- Availability to work and travel in all areas of South Sudan.

### Language:

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least two local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

### Application Instructions:

#### **Job closing date: May 31, 2023**

To apply, Applicants are encouraged to visit the Careers Page at: <https://go.edc.org/SouthSudanJobs>

Or hand deliver applications, enclosed in an envelope, to the Security Desk of River Camp/AFEX addressed to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position applied for.

Applications will be progressively reviewed as they are received.

Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

EDC is an Affirmative Action/Equal Opportunity Employer committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.

