



Job Advertisement

POSITION: Assistant Logistics Officer (01 position)
LOCATION: Central Equatoria (Yei, Morobo & Lainya)
STARTING DATE: ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable South Sudanese candidate to fill in the position of **Logistics Assistant Officer** to be based in **Central Equatoria State – South Sudan**.

1. JOB OVERVIEW

To provide the Tearfund office in Yei, Morobo and Lanya with the logistics capacity to implement and offer services by providing Warehousing specialist technical support as required.

Specific responsibility for Warehousing, fuel accountability and ensuring fuelling of generators and vehicles while monitoring minimum re-orders quantity for restocking. The post holder will ensure Tearfund and donor policies and procedures are known and complied with.

1. POSITION IN ORGANISATION

- Grade: B2
- May deputise for Grade B1
- Reports to the Central Equatoria Project Coordinator
- Line management responsibility: Store Keepers and Drivers
- Closely co-ordinates with the other members of the team.

2. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
 - To model godly leadership in all aspects of character and conduct.
 - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
 - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
 - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
 - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
 - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.

3. KEY RESPONSIBILITIES

4.1. LOGISTICS / TECHNICAL SUPPORT



All as directed and delegated by the Central Equatoria Project Coordinator oversees and manages:

Procurement functions

- Execute the field procurement functions according to Tearfund policies and guidelines.
- Ensure issues related to Procurement Requests/Quotation Requests are followed-up with the concerned sectors/departments in a timely manner, and ensure concerned parties are well informed of the status and handling.
- Ensure timely, efficient, and cost-effective planning for construction, maintenance and repair works (including coordination/development of BOQ and timeframe for construction/renovation related to feeding centres and compound)
- Maintain accurate, timely, and consistent online procurement tracker for communicating with all concerned.
- Maintain accurate, timely, and consistent documentation for all procurement processes.

Warehousing

- Maintain and manage all storage facilities ensuring stocks and inventory are properly arranged. Palletised and clearly labelled to ease reference and reporting
- Receiving, issuing and updating all documented data on stores and stocks ensuring the use of the right documentation (such as GRN, Waybills, stock cards, bin cards and release notes) every time goods are received and despatched
- Maintaining accurate balances on stocks (fuel, programme items, disposal items in stores).
- Ensure stock and inventory counts are regularly done to facilitate reporting, manage and prevent the risk of loss.
- Maintaining a system of stores that allows donor visibility and tracking items under stores custody to ease despatch, monitoring and reporting and compliance to Donor guidelines
- guides the store keepers in proper management of warehouse activities ensuring there is proper planning related to loading and offloading of stocks and inventory an ensuring this is done in a timely manner
- Ensure the safety and preventive measures are in place so the goods and stocks in warehouses are not compromised either through damage, infestation, expiry or lost through theft.
- Regular checks of safety of the facilities containing stocks and inventory under stores custody are done to ensure optimal security measures are in place as regards protection of stores items
- You will ensure that no goods expire while under your custody by notifying the users on time through monthly reports or specific alerts and also you will ensure that goods received are of long expiry period. You will therefore use LIFO / FIFO.
- Implement health and safety standards as required in stores environment ensuring utmost clean and organised environment stores and generator houses
- In cases of losses ensure that this is reported immediately Liaising with the Line manager and following through on Tearfund guidelines on incident reporting and documenting.
- Supervise casual workers recruited for the purposes of supporting any stores related activities liaising with the HR department and Line Manager to ensure proper recruitment processes are followed; contracts properly signed in a timely manner, work hours accurately recorded and completion certificates are signed and presented to finance for payment in a timely manner

Fuel

- Receipt of stocks of fuel on behalf of Tearfund to where this is required while ensuring no loss recorded and all documentation relating to this are maintained properly and presented from approval and authorisation of payments to respective managers and finance
- Issue of stocks of fuel making sure that all Tearfund guidelines relating to issue, use and reporting on this are accurately done and reported on a monthly basis
- Maintaining the predetermined re-order levels of stocks of fuel sufficient for operations of the Yuai Office in liaison with the Logistics officer ensuring any replenishments are done in a timely and risk free manner
- Maintain accurate and consistent system fuel purchases and use ensuring clear tracking of fuel purchased, in store, issued with details on quantities and dates including related balances all the time
- Account for fuel received and issued to both vehicles and generators before an order is completed and authorised



- Ensure all stores are under key and locked at the end of each work day and reporting anomalies in effect of this every when applicable following Tearfund guidelines on incident reporting
- Liaise with the Roving Mechanic to ensure that generators are maintained and serviced regularly and that proper record of service done is documented and clearly labelled on generators.
- Information on fuel issuance and usage must be ready in the form of a report presented to the Logistics officer before the end of the month.
- Ensure all staff & you understand Health and Safety issues that relate to fuel handling and follow Tearfund Standard procedures.

4.2. PROGRAMME STRATEGY

- Advise the Central Equatoria Project Coordinator of significant logistics issues affecting programme implementation regarding storage of project goods and equipment.
- Ensure mission purpose, strategic goals and programme objectives are communicated amongst logistics staff to create mutual understanding and ownership.

4.3. PROJECT / SUPPORT FUNCTION MANAGEMENT

- Ensure specific logistics systems (Warehousing – receiving and issuing items into and out of the store) are complied with.
- Support compliance with the policies and procedures set out in Tearfund's Programme Logistics Manual.
- Support good health and safety implementation within the logistics function of Yuai and ensure any accidents are reported and recorded.

4.4. CORPORATE POLICY AND COMPLIANCE

- Work with the Central Equatoria Project Coordinator, and other project staff to ensure that the Warehousing needs of stocks are met to a high standard.
- Maintain an efficient and effective supply chain system to ensure supplies and equipment purchased meet required indicated specifications.
- Monitors Tearfund warehousing policies, and ensures all warehousing activities are within the policy.

4.5. TEAM MANAGEMENT

- Promote good team management in line with the bullet points in this section, working with the Central Equatoria Project Coordinator as part of the wider logistics function.

4.6. EXTERNAL REPRESENTATION

- Build positive working relationships with government, local communities, NGOs and suppliers in support of an effective and efficient logistics function where appropriate.

PART 2 – PERSON SPECIFICATION

JOB TITLE: Roving Assistant Logistics Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Diploma in Logistics • Full clean driving licence 	<ul style="list-style-type: none"> • Associated Technical qualification (e.g. Warehousing) • Further qualification in humanitarian logistics
EXPERIENCE	<ul style="list-style-type: none"> • Proven technical (sector specific) logistics experience • Proven experience in procurement essential • Management of technical equipment including radios, satellite phones, generators, IT • Proven experience in people management • Proven driving experience appropriate to the programme <p>At Least Two years minimum experience in practical field.</p>	<ul style="list-style-type: none"> • Working knowledge of good logistics practice standards in: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct. • Health & Safety at work • Cross-cultural work experience • Proven NGO work experience



SKILLS/ ABILITIES	<ul style="list-style-type: none"> • Leadership and management • Organisational and administrative • Negotiation and representation • Analytical and problem solving • Excellent written and verbal communication skills • Radio and satellite phone operation • Computer literate, able to work efficiently in Word, Excel, Outlook • Ability to lead, participate and facilitate in collective staff prayer and bible studies 	<ul style="list-style-type: none"> • Training and mentoring skills • Electrical power generation troubleshooting • Off-road driving (4x4, winching) training skills
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Committed Christian with a personal relationship with God • Committed to regular Christian fellowship with other Christians • Christian motivation in relation to injustice and serving those in need. • Emotionally & spiritually mature • Team player • Understanding and sensitivity to cross cultural issues • Commitment to accountability to beneficiaries, showing dignity and respect, and demonstrating listening and understanding • Flexibility, ability to remain calm under pressure 	<ul style="list-style-type: none"> • Networking • People developer and motivator

• **How to Apply:**

If you believe you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the **office of PLAN International**, Located in Hai Gabat , detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfund.org The subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **31st August - 2021 at 5:00pm.**

NB:

- Female candidates are strongly encouraged to apply
- Only short-listed applicants will be contacted for interviews
- Applications once received are not returnable
- Contract period for this position will be 10 months and can be extended subject to available programme funding.

