



Alight, South Sudan Program
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January 18th, 2024

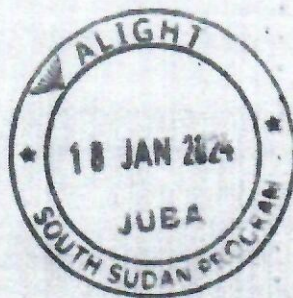
VACANCY ANNOUNCEMENT

POSITION TITLE: Field Logistics & Supply Chain Assistant
NUMBER OF POSITION: One (1)
DUTY STATION: Kajo-Keji-Republic of South Sudan
REPORTS TO: Logistics & Supply Chain Manager
STATUS: Full Time
CLOSING DATE: February 7, 2024
START DATE: As Soon As Possible.

Who We Are

ALIGHT is and always has been about amazing global citizens taking action to change our world. Today, we're facing challenging global humanitarian crises that require 21st Century solutions. But we've found that co-creating together with impassioned, dedicated people, limited only by their own imaginations, remains the key to designing new solutions that resonate. We still believe that ALIGHT should exist, first and foremost, as a platform for realizing the goodwill of everyday people – people from Sweden to Somalia, Minnesota to Malaysia, and Uganda to the U.S.

The ALIGHT in South Sudan is a non-profit, non-sectarian, international humanitarian organization duly registered in South Sudan providing Protection services, WASH, Health/Nutrition skill transfer, income generating projects and other related services to those affected by war or conflict and to displaced communities. ALIGHT does respond to natural disasters when it has a presence and capacity in the region of the occurrence. ALIGHT provides assistance to more than one million refugees, displaced persons, returnees, and host communities where possible. Internationally, most of the ALIGHT beneficiaries are women and children in Europe, Africa, and Southeast Asia.



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Overview of the Project:

The overall objective of the Alight South Sudan Program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, Alight implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender based violence prevention and response, Shelter and CCCM activities. Alight's is expanding its outreach mechanisms and introducing innovative new initiatives. Alight currently has program activities in Aweil West, Ulang, Morobo and Kajo-Keji Counties.

Primary Purpose of The Position

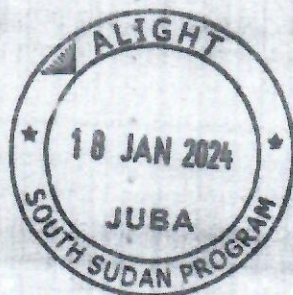
Based in Kajo Keji, you are a member of our Logistics & Supply Chain team. Under the supervision of the Logistics & Supply Chain Manager, the Field Logistics & Supply Chain Assistant is responsible for

Major Areas of Responsibilities:

The Field Logistics & Supply Chain Assistant is responsible for overseeing the following.

- In charge of all procurement processes, sourcing, negotiating with vendors, supplier selection and management, maintaining a supplier database, issuing of purchase orders and contracts, reporting, ensuring compliance with Alight logistics and procurement policies and donor requirements and generate monthly procurement reports on time.
- Warehousing management - stock and inventory control and generating monthly warehouse reports on time.
- Fleet – coordinate and handle vehicle requests from other staff for intown travel and various field destinations. Maintain a logbook of vehicle movement, mileage, servicing, petrol consumption and general vehicle condition. Perform vehicle daily checks and schedule vehicle servicing and repairs. Ensure vehicles are kept clean and inside and outside, always and that the organization stickers are always visible. Handle annual vehicle inspection and insurance renewal for each vehicle and motorcycles and handle insurance cases of any incidents. Generating monthly fleet reports on time.
- Assets – Ensure all assets are recorded, perform physical checks, and generate monthly assets report.
- IT – help users troubleshoot technical issues, configure printers and emails for new users. Troubleshoot and resolve outlook, network and internet issues and escalate where necessary. On time preparation of IT reports
- Transportation – assist in organizing transportation of staff and supplies to the field sites. Prepare documentation for staff movement in and out of Aweil. On time preparation of transport reports
- Perform other duties as assigned by supervisor.

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You will ensure that all program activities requiring the support of supply chain units are implemented in a timely manner.

Administrative/Operations Management:

- Provide leadership for management of administrative & operational activities.
- Effectively manage Alight South Sudan assets, facilities, and administrative and logistical services.

Qualifications and experience:

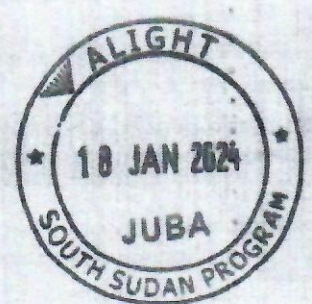
- Bachelor in procurement and Logistics or supply chain management
 - At least 2 years' experience with NGOs or other development/aid agencies in supply chain management in officer level.
 - Able to work well in a team and to undertake assigned tasks independently.
 - Ability to work productively, impartially, and respectfully in a multi-cultural environment.
 - Willingness and ability to work in insecure environment and adhere to ALIGHT security policies.
 - Fluent in Spoken, Reading, and Written English.
- The position holder is responsible for planning and managing cost effective systems.

HOW TO APPLY

Qualified and interested candidates should submit their applications which includes the cover letter, together with an updated CV with at least three professional referees addressed to Human Resources Department: Alight South Sudan Program-Kajo Keji field Office with the job title on the subject line of the application.

Applications can also be submitted through the following email address: recruitmentss@WEAREALIGHT.ORG

Please note that Alight retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on a regular basis. Only shortlisted candidates will be contacted for an interview. Both Male and Female candidates are highly encouraged to apply.



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"Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient,

beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity".

ALIGHT is an Equal Opportunity Employer offering employment without regard to race, color, religion, gender, sexual orientation, gender identity, age, national origin, citizenship, physical or mental disability, or protected veteran status. ALIGHT complies with all applicable laws governing nondiscrimination in employment.

The deadline for receiving applications is February 7, 2023, at 4:30 pm Juba local time.



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