



**JOHANNITER**

**JOB VACANCY**

**Job Title** Logistics Officer  
**Organisation** Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance  
**Job Location** Torit, Eastern Equatoria States  
**Posting Date** 15 September 2022  
**Job Responsibilities and Accountabilities**



**Main Purpose of Job:**

Under the direct supervision of the Field Manager, the logistic officer will promote adherence of Johanniter logistic system and procedures, maintain good inter-team communications and stimulate positive dynamics and support the stores, transport and logistics functions of Torit office consistent with project objectives

**Main Duties and Responsibilities**

- maintain good inter-team communications and stimulate positive dynamics and support the stores, transport and logistics functions of Torit office consistent with project objectives
- To organise all logistics processes, including storekeeping and warehousing, transport and vehicle management, inventory and asset management as well as the related administrative procedures, for Johanniter operations.
- To supervise and support the security guards, Drivers and Store-keeper, to become responsible for their performance management and development.
- To implement and monitor logistics systems, in accordance with Johanniter policies and procedures.
- To comply completely with the Johanniter South Sudan financial authorisation guidelines at all times.
- To establish and maintain good contacts with suppliers, government offices, UN agencies and other NGOs with regards to logistical matters.
- To report monthly by the 5th on all logistics activities to the field manager/Logistics Coordinator and Senior program manager using Johanniter logistics reporting procedures and templates.
- Regularly check up on reports from the cleaners on the maintenance needs of the office and guest house, assess the need using internal or external expertise and facilitate the maintenance work
- To assist the field Manager and senior programs Manager with logistics advice during the drawing up of new project proposals.
- To perform any other duties as requested by the Project Coordinator/Logistic Manager/Logistics Coordinator.
- Procurement Process purchase requisitions / orders within purchasing authority or advise the responsible staff to raise purchase requisition
- With the procurement committee assigned for the month, Invite, collect, assess, and award/recommend supplier tenders, bids,



Quotations, and proposals

- Establish and negotiate contract terms and conditions, and maintain supplier relationships
- Prepare and maintain purchasing records, reports and price lists
- Work with internal and external stakeholders to determine, procurement needs, quality, and delivery requirements
- Assist in the development of specifications for equipment, materials, and services to be purchased
- Administer contract performance, including delivery, receipt, warranty, damages and insurance
- Reconcile or resolve value discrepancies
- Comply with Johanniter logistic policy and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices
- Develop and maintain constructive and cooperative working relationships with colleagues and management Tools and Technology:



### **Security**

To continually monitors and assess the security of areas in which Johanniter activities and staff movements take place.

In case of conflict, civil disturbance or arbitrary malicious intent, in consultation with the field manager, Logistics Coordinator and senior program manager at country office, to safeguard vehicles, communications and other capital equipment, either by disabling it, hiding it, or by driving it to safety, under the condition that this effort does not jeopardize the personal safety of any staff involved.

### **Transport and communication**

To regulate the use of vehicles and communications equipment.

To install, programme and maintain communications equipment, including telephones, radios, fax and IT equipment seeking advice from superiors and colleagues when necessary.

Supervise and plan vehicle allocation in order to optimally serve the needs of the programme.

Monitor the fuel consumption and maintenance of Johanniter owned and rented vehicles and supervise the skills of the drivers.

To ensure drivers follow Johanniter regulations & Code of conduct when driving a Johanniter vehicle or a vehicle rented by Johanniter.

To ensure efficient use and contract management of all rental vehicles.

To monitor the movements and security of all the field teams by communicating by available means (Thuraya, mobile Telephone etc) in accordance with the security guidelines and current security status.

### **Program support:**

To be responsible for any repairs or rehabilitation requirements as approved at supported nutrition program centers and nutrition education schools.

Through the head of drivers to assess and supervise vehicles and motor cycles repairs for the program need.

- To facilitate the procurement of supplies for Health, Nutrition, WASH, GBV Protection.
- To prepare works contracts ensuring technical specifications and supervise the implementation of all works contracts ensuring that they are completed in accordance with contract specifications.

### **Performance management:**

- To clarify job descriptions for staff under your supervision and provide training when necessary in order to build capacity.
- To conduct appraisals in accordance with Johanniter standards for all line managed staff.





- To share update and potential concerns to the Project management related to staff under your supervision.

**Administration:**

- To ensure that the proper administrative procedures and standards for order follow-up, ordering, stock keeping and dispatch are followed in accordance with Johanniter standards and procedures.
- To maintain a complete filing system of all logistics documents and supporting references in accordance with Johanniter standards and procedures.

**Other:**

- To oversee the maintenance and upkeep of the office and guesthouse premises.
- To supervise and implement control systems for the use and maintenance of all office and guesthouse equipment and materials.

**Confidentiality:**

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of The Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

**Reporting:**

- Maintain up to date records on above functions for provision of reports to supervisor as requested.

**Qualifications**

- Diploma or degree in supply chain and procurement, logistic

**Experience**

- At least 3 years' experience in the international humanitarian organizations
- Experience in logistic management in multi sectoral projects settings

**Technical skill and knowledge**

- Good communication skills, approachable, good listener and an easy to talk to person
- Basic IT skills

**Abilities competencies**

- Ability to work well in a team setting
- Diplomatic, tact and with good negotiation skills
- Self-motivated and have an understanding of gender issues
- Have; a sense of confidentiality, empathy, flexibility, dynamism and good organizational capacity
- Honest, encourages openness and transparency; Always acts in the best interests of all the team members he/she serves in
- Holds self-accountable for making decisions, managing resources efficiently, achieving results
- Should be able to plan his/her own work on daily/weekly/monthly bases
- Should be able to submit reports on time



**This position is open to South Sudanese National with all the National Documents.**

**How to apply:**

Send your CV, motivation letter, and certificates via email to [hr.southsudan@thejohanniter.org](mailto:hr.southsudan@thejohanniter.org) not later than 03/10/2022, at 5:00 PM South Sudan Standard Time.

Hand delivery; deliver your updated CV, a cover letter outlining your interest, and academic copies to Johanniter Torit Office not later than 03/10/2022, at 5:00 PM South Sudan Standard Time

Please indicate the title of the position you are applying for in the subject line of your application and only shortlisted candidates will be contacted for the interview.

All photocopies of your application/documents will remain the properties of Johanniter International Assistance.

