

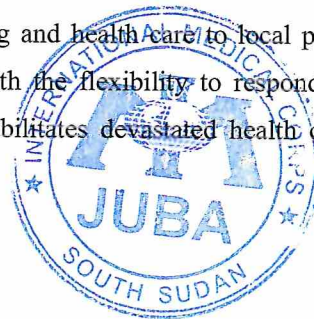
## JOB VACANCY ADVERTISEMENT

*International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction. If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website provided at the end of this document.*

Job Title:	<b>Logistics Manager #1</b>
Country Program:	<b>South Sudan</b>
Location of Position:	<b>Juba</b>
Position Opened for:	<b>South Sudanese only (Internal/External)</b>
Report To	<b>Logistic Coordinator</b>
Desired Start Date:	<b>1/June/2024</b>
Advertised date	<b>3<sup>rd</sup> May' 2024</b>
Closing Date for Applications:	<b>22<sup>nd</sup> May' 2024</b>

### Organizational Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. Established in 1984 by volunteer doctors and nurses, International Medical Corps is a private, voluntary, nonpolitical, nonsectarian organization. Its mission is to improve the quality of life through health interventions and related activities that build local capacity in underserved communities worldwide. By offering training and health care to local populations and medical assistance to people at highest risk, and with the flexibility to respond rapidly to emergency situations, International Medical Corps rehabilitates devastated health care systems and helps bring them back to self-reliance.



## **PURPOSE OF THE POSITION: LOGISTICS MANAGER**

The Logistics Manager is responsible for providing logistics support and providing solutions to ensure Juba Logistics & Supply Chain department performance. Logistics Manager's primary focus will be under supervision of logistics coordinator to support the team in timely planning, acquisition, safe storage and delivery of project supplies, equipment, and services in support to International Medical Corps operations, working in close coordination with Juba Logistics team, field logisticians and program teams, and in compliance with International Medical Corps, South Sudan mission and donors' procedures, rules and regulations.

### **Essential Job duties / Scope of Work:**

- Management of the effective procurement process, such as PR, PO, Tender/Bid, Contract process on Online ERP platform (Costpoint) with the Juba Procurement Team.
- Supervise Juba Warehouse team on supply chain management of Medical, Non-Medical and Food Items.
- Support on Management of medical drug logistics liaison with Sr. Medical Logistics Officer
- Establish and maintain strong relationships with suppliers to support efficient management of supplies.
- Coordinate closely with the program team to understand their procurement and logistics needs align with the procurement plans.
- Work with the project lead to ensure forecasted needs are timely, update monthly procurement plan and accurate and ensure reconciliation and goods are also moved to beneficiaries.
- Monitor, with support visits to IMC work sites and documented spot checks, inventory storage and movement records in the warehouse which hold stock for which the project is accountable.
- Develop and review the procurement plans for the project in coordination with the budget holders, including commodity quantification and distribution plans using correct assumptions and best practices.
- Support project distribution planning and execution to ensure all stock are received on time at distribution points, and all stock is recorded during the distribution, and reconciled.
- Regularly collect, collate and analyses value for money parameters and recommend areas of efficiency gains for IMC.
- Work with the logistics management and project teams to resolve relevant outstanding audit findings to improve overall compliance with organizational and donor policies.
- As assigned by the Logistics Coordination logistics manager must Plan, manage and evaluate Juba logistics operations liaising with internal stakeholders, suppliers, logistics providers, transportation companies and customers
- Ensure and implement best practice logistics principles, policies and processes across the organization to improve operational and financial performance
- Deliver solutions/ propositions to logistics problems while maintaining high levels of quality and service within budgetary requirements
- Monitor quality, quantity, delivery times, and transport costs for Juba in terms of monthly & quarterly reporting's.
- Supervise procurement team to negotiate rates and contracts with transportation and logistics providers.



- Recommend logistics coordinator on optimal transport modes, routes, or frequency.
- Support juba procurement team to select suppliers and monitor service against performance criteria.
- Support continuous improvement initiatives and identify inefficiencies and cost optimization opportunities.
- Ensure the integrity of inventory accuracy and manage stock movements through ERP system (Costpoint)
- Support Asset focal to identify and resolve any inventory discrepancies and ensure inventory and system records are in agreement.
- Support on keeping track of slow moving & obsolete stock and notify short expiry/ expired stock to the stock owners.
- Interpret trends and analyze and review data. Provide meaningful logistics data to others in the organization to aid customer service and cost improvements.
- Coordinate with Juba IT officer ensure IT systems in place are effective, maintained, and accurate.
- Ensure metrics, trackers, reports, and process documentation is available.

#### **Asset Management**

Support asset focal point for the base and provide recommendations on asset acquisition and manage a portfolio of assets, increasing their value, and minimizing risks. Conducting risk analyses, preparing asset reports, asset management, and enforcing asset policies.

- Supervise Asset focal to ensure IMC assets according to investment preferences and goals
- Meet with users to assess asset status, needs, risks, goals and progress
- Direct support on carryout a monthly asset inventory and half-yearly asset verification to his/her area
- Operational support in cleaning up the asset list, and afield offices may time to be needed
- Supervise Asset focal to ensure all Assets are tagged with permanent tags
- Facilitate on disposal Plan for scrapped/damaged/old assets with necessary assessment/reports.
- Regular coordination with mission asset focal for ensuring accurate asset management process is in place and report to Line Supervisor

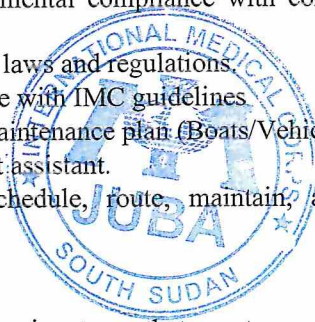
#### **Fleet Management**

Support Fleet assistant juba to oversee all facets of the transportation activities of an organization, including:

- Supervise fleet assistant to maintain departmental compliance with company policies and procedures.
- Ensure departmental adherence to applicable laws and regulations.
- Ensure efficient fuel usage and tracking inline with IMC guidelines
- Follow-up and monitor fleet servicing and maintenance plan (Boats/Vehicles/generators)
- Recordkeeping and reporting along with fleet assistant.
- Provide guidance to fleet assistant to schedule, route, maintain, and track transport vehicles/boats.

#### **People Management**

- Manage, coach and develop a high performing team that meets agreed objectives and



delivers best practice results, added value and continuous improvements for the logistics staff under your supervision

- Set your objectives/KPIs and review and assess ongoing performance of direct reports
- Report on achievement of targets and identify any actions required
- Facilitate to log team to ensure that all functions under supervision operate in accordance with health, safety and environmental policies and procedures to ensure the safety and wellbeing of staff and visitors
- Ensure Monthly and quarterly logistics reports are complied with optimum accuracy and submit to Line Supervisor for final review process.

#### **Relationship Management**

- Ensure maintaining strong relationships with all connected with the logistics process
- Ensure all completed orders are dispatched on time
- Ensure products are shipped appropriately to ensure quality of goods during transportation
- Take control of packaging and provide appropriate, cost effective, high quality solutions
- Take responsibility for accuracy of labelling to ensure correct parts/finished assemblies reach correct customers at the correct time
- Ensure compliance with regulations/customs regulations and legal and health and safety requirements
- Support new business initiatives and projects and contribute to review meetings and change process. Ensure effective logistics implementation takes place relating to the changes.

#### **Environmental**

- Support the team to conduct or review environmental audits for logistics activities to ensure processes are as environmentally friendly as possible
- Review with Line Supervisor on the opportunities to be as environmentally friendly as possible

#### **Self-Management**

- Comply with IMC Policies
- Support encourages and develop team
- Proactively contribute to creating a good team atmosphere
- Anticipates and overcomes obstacles
- Makes useful links to arrive at insightful plans and solutions
- Embraces personal challenge
- Confident, rounded thinking
- Takes ownership for team cohesion
- Is self aware
- Is resilient, optimistic and open to change
- Has an Adult: Adult, collaborative approach to others
- Self starter and able to motivate others
- Self motivated, flexible and works well under pressure

#### **Skills and Attributes:**

- Proven management skills with the ability to optimize team performance and development.



- Highly skilled communicator with the ability to form and maintain good relationships internally and externally.
- Strong interpersonal, negotiation and influencing skills.
- Proven analytical, problem solving and organizational skills.
- Strong planning skills with the ability to handle multiple projects through to completion and to manage competing priorities.
- Project management skills
- Commercial and financial acumen with a full understanding of the impact of failure in terms of business cost, production schedules and customer order fulfilment
- Excellent attention to detail skills

#### **Prevention of Sexual Exploitation and Abuse**

- Actively promote PSEA (Prevention of Sexual Exploitation and Abuse) standards within IMC and amongst, vendors-suppliers and beneficiaries served by IMC.

**Compliance & Ethics:** Promotes and encourages a culture of compliance and ethics throughout International Medical Corps. As applicable to the position, maintains a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Conducts work with the highest level of integrity.

**Ethical conduct for IMC staffs:** The International Medical Corps maintains a code of standards of conduct that shall govern the performances of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported/ by donor funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or about to employ any of the parties indicated above, has a financial or other interest in the firm selected for an award. IMC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreement. These standards shall provide for disciplinary actions to be applied for violations of such standards by IMC officers, employees, or agents.

#### **Personnel Requirements (special training/experience required, provide 6-11 requirements): Minimum requirements are:**

- Relevant procurement, supply chain management or business/commercial **degree** is preferred.
- Prior experience of working in logistics managerial function within the humanitarian environment with a comprehensive knowledge of logistics processes and procedures
- Expert knowledge of technical regulations related to logistics such as import/export and customs regulations, including security requirements to include certification in dangerous goods handling and aviation security.
- Experience in capacity building of implementing partners.
- Knowledge and ability to work on ICT tools for inventory management, logistics and supply chain management.
- Advanced Excel user desirable
- Ability to analyze and manipulate technical and complex data and provide meaningful information.



- Membership of an appropriate professional body such as the Chartered Institute of Procurement and Supply would be advantageous.

## HOW TO APPLY

Interested candidate (**South Sudanese Nationals**) who meets the above criteria, should submit their Application (cover letter) indicating daytime, contact numbers, copies of Updated CV with at least three referees, their telephone and email contacts, South Sudanese Nationality ID Card or Passport, Birth Certificate, Academics Certificates, (**Documents are not returnable once submitted**) addressing to Human Resource Department IMC. If you are submitting your application through email, please submit to [SS-Recruiting@internationalmedicalcorps.org](mailto:SS-Recruiting@internationalmedicalcorps.org). Hand delivered applications should be submitted to Juba Head Office Plot No 555, block :3-K Ton-Piny North, 1st Class Residential Area, Juba, South Sudan,

**Note:** Clearly indicate the position you are applying for on the back of your Envelop OR on subject line of your e-mail.

**Closing date for receiving application:**  
22<sup>nd</sup> May' 2024

**Please note applications received will be reviewed on a rolling basis and this position might be filled before the closing deadline.**

We appreciate your applications; however, **Only Shortlisted Candidates** will be contacted for interviews.

Website for reporting misconduct: [www.InternationalMedicalCorps.ethicspoint.com](http://www.InternationalMedicalCorps.ethicspoint.com). **Please do not submit your CV or application to this website, it will not be considered for review**

