



INTERNATIONAL MEDICAL CORPS SOUTH SUDAN
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Approved by
Inspector of Labour

08/09/2023

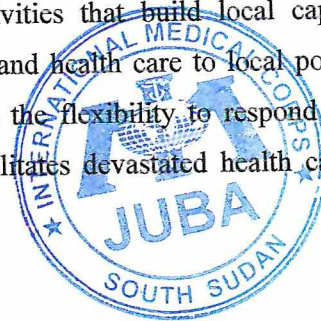
JOB VACANCY ADVERTISEMENT

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:	Logistic Officer (1 Position) National
Country Program:	South Sudan
Location of Position:	Juba (with frequent Movement to field)
Report To:	Logistic Coordinator
Position Opened for:	South Sudanese only (Internal/External)
Desired Start Date:	1/October/2023
Advertised date	8/August/2023
Closing Date for Applications:	25/August/2023
Duration of contract	5 Month

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

The Logistics Officer is responsible for providing logistic support and overseeing the overall logistic processes in Juba as well as frequent field site support visits to achieve efficient services to our beneficiaries. Log Officer will be responsible for the support and coordination of daily logistics procurement operations (Energy, IT, WH, Fleet, Reporting, Asset & Inventory) to ensure smooth accomplishment of program activities. Logistics Officer under the direct supervision of Logistics Coordinator management of routine departmental tasks, organization, timely accomplishments of assigned tasks.

Summary of Tasks/Responsibilities

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation. The logistic officer is expected to adopt professional customer based attitude, promoting International Medical Corps and Logistics Department's image. The Logistics Officer is responsible for the deliverables of the Logistics Activities in support to International Medical Corps project activities and in compliance with the IMC internal and donors' processes, rules and regulations.

GENERAL DUTIES AND RESPONSIBILITIES:

- ✓ Provides logistics support functions in extent to Logistics Reporting & functional quality assurances
- ✓ Represents the organization to suppliers and the department to customers;
- ✓ Ensure that scheduled/general maintenance is carried out in regular bases;
- ✓ Follow up with WH management regarding operational commodities.
- ✓ Assist the Procurement team in any relevant procurement / services inquires belonging to the field operational activities;
- ✓ Provide logistical support to all programs in compliance with IMC's standard logistics procedures;
- ✓ Work on donation (GIK) and report them accordingly to HQ for booking purposes.

Procurement Management

- ✓ Support all activities of the purchasing department in the site of operation.
- ✓ Support on Contract Management and tracking the alerts if necessary
- ✓ Support on critical procurement bids summary for the purchase of equipment, services, and supplies.
- ✓ Following and enforcing the organization's procurement policies and procedures.
- ✓ Reviewing, comparing, and analyzing products and services to be purchased for submission to procurement team
- ✓ Managing inventories of logistics stock and maintaining accurate purchase and pricing records.
- ✓ Support on market assessment & supplier information such as qualifications, delivery times, product ranges, etc.

- ✓ Facilitate the Logistics team in carrying out price surveys and coordinating market assessments when requested.
- ✓ Support on notifying of vendor catalog on regular basis and assist the logistics team in cleaning the vendor catalog by carrying out the vendor verification process
- ✓ Support logistics files/documentations for internal and external audits
- ✓ Upon the request of Procurement staff, follow-up and avail the validation/approval signatures from concerned IMC staff (as per approval threshold)

Warehousing

- ✓ Macro analysis on warehouse functionalities
- ✓ Support WH Officer on spot checks and internal audits
- ✓ Perform physical inventories in the warehouse.
- ✓ Assist in paperwork when needed specially on GIK receptions
- ✓ Support WH officer on Quarterly stock count
- ✓ Assist Ensure



Asset Management

- ✓ Maintain the Asset List and provide Asset Management training if needed;
- ✓ Update asset and handover lists regularly.
- ✓ Conduct internal logistics audit
- ✓ Support on Asset verification & exception reporting
- ✓ Support on Asset renewal strategy

Fleet Management

- ✓ Coordinate with the Fleet Officer on fleet functionalities
- ✓ Support fleet officer on Fleet Servicing & Maintenance scheduling
- ✓ Perform internal audit on Fuel Reconciliation
- ✓ Analyze Fleet & Generator reports and provide guidance

Reporting

- ✓ Compile and submit Field Site Monthly & Quarterly Logistics Reports to Logistics Coordinator;
- ✓ Prepare Logistics progress chart based on monthly logistics report
- ✓ Prepare monthly Logistics Dashboard
- ✓ Maintain the online systems we have to support our logistics processes

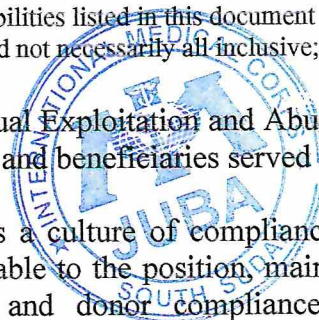
Others:

- ✓ Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive;

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.



**Closing date for receiving application:
25/August/2023**

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

Website for reporting misconduct: www.InternationalMedicalJobs.ethicspoint.com. Please do not submit your CV or application to this website, it will not be considered for review

