

Received

JOB ADVERTISEMENT



Position	Logistics Assistant
Location:	South Sudan, Juba
Reports to	Logistics Officer
People under Supervision	none
Other staff interactions	Closely cooperates with PCs
Department	Operations
Type of work	Full time
Deadline	10th January 2025

RESPONSIBILITIES

What PAH is about: Polish Humanitarian Action (PAH) is a non-governmental organization dedicated to employing individuals who aspire to make the world a better place. For over 31 years, we have been providing relief in both major and minor emergencies worldwide, while also conducting missions in several crisis-affected countries. Our interventions, encompassing both humanitarian and development efforts, have been implemented in 52 countries to date. We focus on ensuring the sustainable and stable development of regions affected by war and/or natural disasters. We possess extensive expertise in Water, Sanitation, and Hygiene (WASH), and implement projects in Food Security and Livelihoods (FSL), as well as Shelter, Nutrition, and Education.

PAH in South Sudan: Polish Humanitarian Action (PAH) has been operating in South Sudan since 2006, as one of the first NGOs established in Jonglei State. We are a small team of dedicated individuals committed to delivering tangible and sustainable change in the largest, most populous, and most conflict-affected state of South Sudan. Due to the expertise we have accumulated over the years especially in WASH and S/NFI, PAH led the coordination of the Jonglei Sub-national WASH and S-NFI cluster from 2014 to 2021 and 2019 to date respectively coordinating WASH emergency responses with partners to ensure that all vulnerable communities are served during crises. Our priority is to ensure that people have access to clean water and safe hygienic conditions. PAH also provides assistance to internally displaced people and most vulnerable communities, working in the sectors of WASH, Shelter NFI, Food Security and Livelihood, Protection and Education.

Main Objective of the Position

- **Assets Management under the project**
 - Asset registration and tracking
 - Asset handover and User registration
 - Conduct Periodic Asset inventory
 - Filling assets documentation
- **Warehouse Management under the project**
 - Dispatching and receiving items in the warehouse
 - Preparing and filling warehouse documentation
 - Operating warehouse management software
 - Designing warehouse space in order to ensure proper operation and capacity
 - Controlling stock in terms of proper and safe storage
 - Tracking expiration dates
 - Ensuring that warehouses are kept clean and tidy
 - Packaging and re-packing to ensure that materials used are most environmental friendly available and waste is limited



- Documenting theft, loss and damage
- Conduct periodic inventories
- Complete GRN (Goods Received Note) for all new deliveries of stock.
- **Transport Management (cargo and staff) under the project**
- Preparing goods for transportation along with limiting waste
- Delivering goods to transporter
- Preparing documentation for transportation
- **Logistics documentation under the project**
- Preparing scans and copies of all documents
- Updating procurement tracker

- **Others**
- Performing any other duties as directed and instructed by the Direct supervisor.

EXPERIENCE AND QUALIFICATION

Qualifications and Experience:

- Diploma in logistics, warehouse or related discipline.
- Minimum of 1-2 years of experience with an INGO in logistics, storekeeping, warehouse and asset supervision, and reporting is preferred.
- Working experience in computers including MS office: Word, Excel and Outlook
- Self-organized and motivated, showing initiative to work with minimal pressure
- Good written and spoken English, ability to communicate local languages an advantage
- Working knowledge of logistical software

Work Based Skills and Competencies:

Essential:

- Honesty and transparency in dealing within the organization and with outside parties
- Attention to detail and careful in executing the work to be done
- Flexible, with the ability to work both as an individual and as a team member under stress in harsh environments.
- Actively seeks solutions and proposes options for action planning to resolve issues
- Sense of responsibility and sense of community with the teams being supported
- Ability to organize and effectively process and maintain records and files
- High level of attention to detail in all aspects of work responsibilities
- Strong organizational skills
- South Sudanese National only

Desirable:

- Good attention to detail
- Computer skills with proficiency in Microsoft excel
- Good interpersonal and communication skills
- Positive attitude
- Energetic and interested

Application Submission Criteria:

Please send a covering letter outlining how your skills and experience meet the Person Specification along with your CV to Human Resources at recruitment.ssud@pah.org.pl or



submit your application to **PAH Compound South Sudan Mission** near Nile Fortune Hotel; Topping, Juba - South Sudan.

- Please indicate the position you are applying for in the subject line i.e. ***“Application for the position of “Logistics Assistant”***
- We appreciate your application however; only short-listed candidates will be contacted. If you have not been contacted after the closing date, we regret that your application has been unsuccessful.

