

Approved
Viktor



POSITION: 1 LOGISTICS AND ADMIN OFFICER -SOUTH SUDANESE ONLY

Job Title	Logistics and Admin officer
Organizational Unit	Operations
Reports to	Executive Director
Line Management	Cleaners, Cooks, Security Guards, Drivers, Log& Admin Assistant
Contract duration	One year, Depending on funding and performance.
Duty Station	Juba
Application dateline	02/09/2021

About TERM

TERM is a non-political, non-profit organization duly registered by the Relief and Rehabilitation Commission as a NNGO. It was formed on the background to respond to needs of Displaced persons, refugees and returnees to help and ensure such affected group of people get access to dignified basic services through provision of humanitarian support so as to alleviate further suffering, strengthening of local capacities and build stronger resilience.

TERM Focuses on community development and programing to ensure empowered and viable generations that promote and works to build a suffering free society. TERM serves communities at the grass roots through provision of services in the sectors of WASH, EDUCATION, FSL, YOUTH and Women empowerment, Psychosocial support and trauma healing, Advocacy on Environmental protection and conservation to ensure "A suffering free society".

Since 2017 TERM has implemented projects in the areas of WASH, GBV, Peacebuilding, and Youth and women empowerment mainly to populations affected by conflict and natural disasters.

Overall purpose of the position

The purpose is to provide adequate role in the management of procurements, Logistics, fleet management and ensure processes are conducted in accordance to set rules and procedures as well as donor requirements. The position holder will entirely be responsible in ensuring compliance to organizational and donor requirements of processes within his or her department. He/she ensures all administrative related matters including management of staff welfare, compound security, etc.

With support from his/her supervisor the above post holder shall work to execute the following roles.

Administration.

- As administrative role s/he supervisors the cleaner/cook and ensures tidiness in the office, meal purchases are in order.
- Responsible for monitoring and reporting of infrastructural issues at Juba and field offices and providing relevant recommendations for improvement
- In coordination with TERM's external security expert conducts security risk analysis both at office and operational level and provide relevant information and advice to field teams and Executive Director respectively.



- Ensure proper management of assets including labelling, tagging, he/she also identifies and schedules servicing and repairs of office equipment, machines etc.
- The staff will also oversee the use of TERM's assets including vehicles, motorbikes, bicycles etc. ensuring all trips are recorded in the logs books and machines are kept in good condition.
- Supervises the security guards and ensure compound and property safety both at day and night, s/he is also preparing a roster for the guards this will be in coordination with TERM's external security expert

Logistics and Procurement.

- Review and develop logistics systems to support the program in line with TERM policies and procedures
- Track and monitor the purchase and transport of logistical items ensuring senior management are kept updated regarding progress.
- Train and develop relevant staff in logistical procedures, asset control, stores control and management in line with TERM policies and procedures during a formal training session
- Work with project coordinators and Officers in developing of project procurement plans
- Ensure all logistical procedures use in the field by program staff comply organization's policies and donor requirements
- Ensure the program management team are kept up-to-date of all relevant issues relating to logistics and procurement process.
- Assist with the day-to-day administration roles including processing and follow up of organization legal documents.
- Assisting in the maintenance, and where necessary, improvement of the procurement and logistics systems.
- Assist with the planning of procurement, identification of suppliers, and the procurement of locally available inputs through Local Purchase Orders.
- Maintain accurate material accounting records for the procurement, receipt and inspection, warehouse inventory, fuel and water stockholding, and distribution reports.
- Ensure the proper operation of the TERM field base/stores including the proper storage of inputs, inventory / stock management and control, plus material handling.
- Ensure invoices received from its preferred supplier are correct and in order before seeking signatures from management.

Position Requirements.

The Rescue Mission is a growing organization that would want to grow with people who aspire to grow. We are therefore looking for committed individual with high self-esteem, ambitious to inspire generations through causing a positive change to ensure "A suffering free society"



Education

Degree, Diploma in Business Administration, Logistics/Procurement from recognized institutions of learning.

Experience

At least more than one year of experience working in a similar position with reputable institution preferably NGO or multinational companies.

Be committed with proven track record of being results oriented.

TERM is looking for dynamic individual who has ability and skills to cause and influence a positive change.

The candidate must demonstrate creativity, good networking skills and diverse knowledge on operational context in South Sudan.

Knowledge and Skills

Excellent verbal communication/facilitation and networking skills

Proficient computer skills, knowledge of relevant software is an asset

Driving experience (both vehicle and motorcycle) with valid license is a requirement and an added advantage.

HOW TO APPLY

If you are interested in applying for this position, please submit your CV at the earliest along with your cover letter outlining how your qualifications, skills and experience suits this position. Submit your non-returnable CV and copies of all relevant recommendations/documents to TERM through email hr.rescuemission@gmail.com or Drop hard copy to The Rescue Mission office in Gudelle II Opposite Animal Resource Road Joppa Manga Bullen. 50 Meters to your left from the **Sign post of Gudelle Church of Christ Nursery and Primary School.**

Please indicate the subject line of the email as. **"Logistic and Admin officer"**

Note

Hard copies of applications shall be accepted, candidates who qualify for the next stage shall be notified 1 week after the deadline. **Deadline for submission of application is September 02, 2021. Candidates are encouraged to apply at the earliest as the position needs to be filled urgently.**

TERM practices a transparent recruitment process and provides equal opportunities to all without discrimination based on Gender, race, ethnicity etc neither do we accept lobby for a position through whatever means. All qualified candidates are encouraged to apply,

Women are strongly being considered for this position.

