

SO-H-3
Approved by
Labour Inspector
13/9/2021



Date: 13th September 2021

Re- Advertisement for Procurement & Logistics Coordinator (PLC)

Established in 1984 in the UK, Islamic Relief (IR) is an International relief and development agency which envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfill their potential. IR has worked in South Sudan since 2004 and currently runs programmes in Central Equatoria, Eastern Equatoria, Western Bahr El-Ghazal and Warrap states.

Applications are invited from suitable candidates (south Sudanese) to fill in the position below based in Juba;

Base Location: Juba, South Sudan

Reporting To: Country Director

Contract Type: 12, Fixed Term

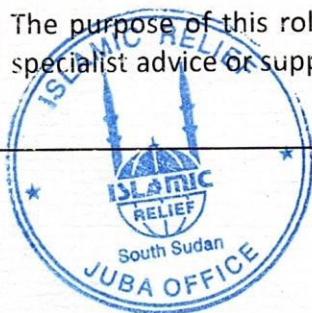
Closing date: 4th October 2021 4:00 PM

Islamic Relief Worldwide is an independent humanitarian and development organisation. Founded in 1984 (UK Charity Registration Number: 328158), with headquarters based in Birmingham, UK, we have a presence in 44 countries. Inspired by Islamic values, we support the world's most vulnerable people in the fight against poverty and suffering. IRW helps the needy regardless of race, religion or gender and promotes sustainable, environment-friendly outcomes. IRW is also determined to empower marginalized people with a strong voice that argues powerfully for the change they need to transform their lives.

IRW South Sudan was present in South Sudan since 2003 registered under the Ministry of Humanitarian Affairs and Disaster Management. IRW South Sudan has more than 14 years' experience responding to conflict and drought crises in several states in South Sudan. IRW South Sudan currently seeks to recruit a dynamic and self-motivated individual for the position of Agronomist Officer to be based in Kapoeta East

JOB PURPOSE:

The purpose of this role is to manage a number of specific teams and to provide a wide range of specialist advice or support in order to deliver an efficient, cost-effective quality service.



MAIN OFFICE

IR.SS. Along Unity Road
Plot No. 54, Block B-xvi
Hai. Cinema, P o. Box 353
Juba South Sudan
Tel: 0922680306

WAU OFFICE

Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE

Along the Warrap- Akop Road
Tel: 09126287961

KAPOETA

Narus Compound
Diocese of Torit
Tel: 0921373324

Website: www.islamic-relief.org
RRC Reg No. 051

KEY WORKING RELATIONSHIPS

Has regular contact with the Country Director, Finance Manager, Head of Programmes, Emergency Programmes Manager, the Field Offices

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SCOPE AND AUTHORITY

Scope of the Role:

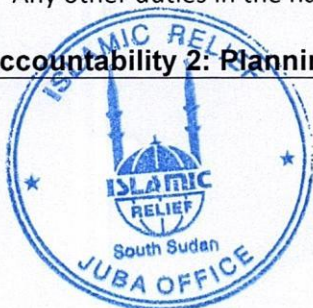
The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Coordinator ensures that organization system and policies are adhered to when logistic function is executed in the support of the organization projects. He/she ensures smooth synergy and good working relation with other division mainly the finance and programmes.

Responsibility for Resources: No direct budget responsibility. Compliance with donor procurement requirements and participation in budget controls.

Key Accountability 1: Management

- To line manage the IR procurement and logistics team and provide support to field teams through assessment, capacity building, coaching and mentoring.
- Maintain an overview of the logistics needs of the South Sudan programme.
- Takes responsibility for ensuring quality in logistics support across the South Sudan programme.
- To ensure overall coordination and management of all logistic aspects of the IRSS program follows IRW logistic procedures as well as develop innovative country-specific procedures where applicable.
- To develop a two-year logistics strategy for the programme and ensure its implementation.
- To produce and interpret periodic reports for both internal country level management as well as upward to Regional and HQ Level.
- Provide regular updates for the SMT on progress, plans, challenges/risks and management decisions to mitigate risks.
- Interpret procurement & Logistics policies and guidelines to team
- Ensures cost effectiveness across the supply chain management, including development of plans and priorities, follow up and measurement of progress.
- Identify staffing needs for administrative units, ensure effective recruitment of approved staff positions and ensure the effective supervision of all admin staff through respective supervisors.
- Manages and takes responsibility for team performance including ensuring new staff receive appropriate inductions on logistics issues.
- As appropriate attend related forums on logistics and keep good relations with counter parts including donors, UN, suppliers and Government on logistics management related issues.
- Ensure the implementation of actions in support of IR values and policy,
- Any other duties in the nature and scope of the position.

Key Accountability 2: Planning and Learning



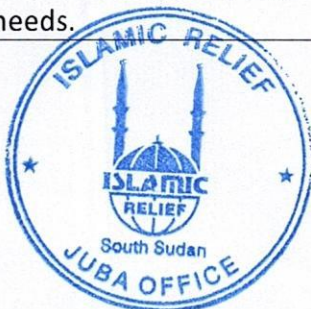
- Work with project managers/coordinators to identify logistics needs and develop strategies and operational plans to meet them.
 - Support managers and proactively be involved in other aspects of programme planning, such as proposal writing, budgeting.
 - Compile the programme logistics plans for each project in a comprehensive country logistics plan for management and procurement team.
 - Prepare country –level logistics summary and analysis reports.
 - Undertake short periods of research or project work to document experience and build up institutional learning on logistical aspects of IR's work.
 - Assisting and facilitating in any new programme set-up by providing support to the relevant field base.
- Make regular support visits and recommendations to sub- offices to ensure logistical procedures (in line with IR policies) are being adhered to

Key Accountability 3: Supply Chain, Transport management and Communication

- Ensures effectiveness by team and systems across the Supply Chain to attain cost effectiveness, efficiency, accountability, and timely supply, procurement of goods and services and value for money.
- Regular reviews and refreshment of the Supplier database to ensure organisation is getting value for money and meeting internal and external policies and laws.
- Establish and maintain good contacts with suppliers, government offices, UN agencies and other NGOs with regards to logistical matters.
- Maintain oversight of transport requirements including transport planning, vehicle procurements, fleet management i.e fuel, and repairs.
- Facilitate implementation of innovations, both driven at country and regional level, that ensures effective logistics and properties management is in place at all times.
- Ensure that procurement, warehouse management and transport policies and fleet management procedures are in place and adhered to at all times across all offices.
- Monitoring the programming and installation communications systems (radio, phone, fax etc) as well as training on the use of and establishing communications routines and protocols for programme teams.
- Ensure proper recording and reporting on assets usage, assets disposal and management, stock items, transport management and health and safety issues.
- Ensure and advise on proper control systems across the supply chain and support line managers in conducting any investigations where needed.
- In addition to the analysis, supervision and monitoring of supplies, stocks and assets throughout the programme. Furthermore, the monitoring of requisitions, local purchase, clearance, transport, warehousing (including storage and stock control systems), the issuing of supplies, etc.

Key Accountability 4: Programmes and Compliance

- Work closely with programme teams to ensure timely availability of all organisational logistical needs.



- Maintain an overview of IR policy, systems and procedures relevant to procurement and logistics, and ensure that developments are communicated and implemented appropriately through regular reviews.

Key Accountability 5: Capacity building

- To lead in the review and updating of all logistics profiles within the programme and support in the development of clear Performance Development Plans (PDP) and progression planning for all logistic personnel.
 - To continuously assess and recommend training and skills upgrades for all logistics staff in all offices. This will also be achieved through mentoring and supervision and also through other appropriate learning forums and methods designated by the Logistics Coordinator.
- Support field managers in maintaining required logistics human resource capacities.

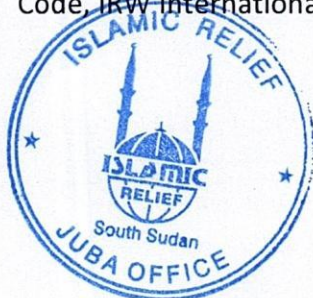
PERSON SPECIFICATION

ESSENTIAL

- A degree in related field
- Minimum of 3-5 years' extensive experience in logistics management and co-ordination (strategy development, purchasing and supply, warehousing, team support, vehicle fleet management, security awareness and communications) in an international environment
- Proven experience in Humanitarian or development work.
- Experience of management/supervisory responsibilities.
- Well-developed interpersonal and team skills combined with the ability and desire to further develop local staff members.
- Experience working in an environment in which the security and political situation is volatile in a role which involved security management.
- A proven record of effective management of people, other resources and processes.
- Flexible and able to live and work in stressful and insecure environments.
- Good written and spoken English.

DESIRABLE

- Proven computer literacy.
- Financial management ability
- Sympathy with the aims and values of IR.
- Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.
- Diplomacy, tact and communication and negotiation skills.
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, IRW International procedures



Mode of Application:

If you are talented, reliable, service minded, resilient and a highly motivated professional looking for a meaningful career, with a strong commitment to IRW's values and mission, please submit your application and CV with active contacts and three professional referees to IRSS.Recruitment@islamic-relief.or.ke. You can also deliver hard copy application and CV to IR South Sudan office, Along Unity Rd Hai, Cinema-Juba near ACTED office by the closing date.

Female candidates are encouraged to apply.

Please note, only shortlisted candidates will be contacted.

