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Approved
13/7/2022

INTERNAL/EXTERNAL ADVERTISEMENT

Applications are invited from qualified candidates for the position of LOGISTICS AND PROCUREMENT ASSISTANT.

Opening date: 13rd July 2022

Closing Date: 02nd August 2022

Location: Juba

Timeframe: Duration of this job is (5 months) with possible extension based on donor funding

Reporting to: Operations Manager



BACKGROUND

IsraAID is an Israel-based non-governmental organization that was founded in 2001 and has since its inception worked in emergency and long-term development settings in over 55 countries. IsraAID's mission is to support people affected by humanitarian crises by partnering with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters.

SUMMARY

Reporting to the Operations Manager, the Job holder will support the Procurement and provision of logistical support to the programme in Juba and Field Offices while ensuring compliance to donor, organisational policies and procedures for effective programme delivery. H/She will be responsible for procurements, asset management, warehouse/Stores and inventory management, facilities and fleet management in close collaboration with the programme teams and Operations Manager.

Procurement and Logistics Management Responsibilities

- Implement logistics functions in accordance to IsraAID and donor guidelines while ensuring strict adherence by programme and support functions.
- Engage with programme staff to provide timely delivery of logistics support to programmes
- Process procurement request in a timely manner while ensuring completeness, accuracy, and regular follow up in collaboration with programme and finance department
- Execute purchasing functions for goods, services and works of the right quality in the right quantities at the right price delivered to the right place at the right time
- Ensure that all procurement orders for goods, works and services are delivered, verified, clearly documented and maintain an up to date procurement tracker
- Maintain accurate filing systems, with documented and supported records of logistics transactions for audit purposes both manually and electronically, submit relevant monthly logistics reports in accordance to IsraAID policies and procedures
- Document allocation of assets and ensure that they are tracked, labelled, operated in the most cost efficient manner, and maintained appropriately
- Ensure proper record keeping, storage and issuing of inventory, physical inventory checks, storage conditions, security and facility maintenance
- Implement appropriate warehouse processes, procedures and solutions, ensuring a solid internal control system is in place for accurate, up-to-date warehouse records, documents and files, which includes copies of Store Request Forms (SRF), Purchase Orders (POs), Core pipeline requests, waybills, Goods Received Notes, packing lists, etc. are kept accordingly. Warehouse records should



- accurately reflect actual inventory, receipts, goods returned, withdrawals and impaired goods and losses
- In coordination with the Operations Manager, conduct periodic warehouse physical inspections to ensure accuracy of inventory counts, identify impairments, and take corrective actions in the case of discrepancies and/or stock deterioration. Establish a system to dispose impaired supplies

Required experience and competencies

Professional Qualification and Experience:

- Relevant BSc, preferably in Logistics/Supply chain management or a related field from a recognized University
- Relevant one year of experience in a similar position with INGOs in South Sudan
- Solid knowledge of stock management.
- Good knowledge and understanding of procurement and logistics procedures.
- Experience working in a busy logistics department within an INGO.

Skills

- Remains productive when under pressure
- Demonstrates a systematic and efficient approach to work
- Works collaboratively with team members to achieve results
- Relates and works well with people of different cultures, gender and backgrounds
- Good communication skills
- Should be able to plan his/her own work on daily/weekly/monthly basis
- Should be able to submit reports on time
- Team player
- Ability to work with minimal supervision
- Strong working knowledge of English (spoken and written)



Please note that CVs longer than 2 pages will not be considered

HOW TO APPLY

Please use the following title as subject: CV_Name_Log & Procurement Assistant

Please submit your application cover letter outlining your skills and experience (CV should not exceed 2 pages, National ID) to ssdhr@israaid.org , before the deadline OR submit your hardcopy application to IsraAID HR department to the attention of Operations Manager, IsraAID Office is located at Lukas Building Along Airport Road, Thong Piny Area, Off Road AU Residential Apartment, Juba, South Sudan.

NOTE: Due to the urgency to fill this position, applications will be reviewed on rolling basis until the position is filled that this position may be filled before the deadline

Deadline of Application: 02nd August 2022

