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Approved by
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CONCERN
worldwide

VACANCY ANNOUNCEMENT

LOGISTICS MANAGER - NYAMLEL

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of health & nutrition, shelter, WASH and livelihood activities in the three States of South Sudan

Concern South Sudan is looking for a suitable candidate to fill the position of **Logistics Manager to be based in Nyamlel, Northern Bahr el Ghazal**

Job Purpose

Reporting to Base Manager, He/She will provide coordination for Logistics and Admin functions in Concern Area Coordination/Field office based in Nyamlel- Northern Bahr el Ghazal to ensure that effective and efficient support is provided to the program activities, to ensure quality of programme delivery in line with Concern worldwide Strategic Plan, Policies and procedures. The Logistics Manager is responsible for overseeing Warehousing Management, Procurement, Fleet Management, Fixed Assets, Donations in Kind, Compound and administration Management and Security Management. The role also involves promoting accountability by enforcing adherence to Concern global and South Sudan policies and procedures. Strong diplomacy, staff supervision skill, and the ability to deal with difficult situations are major features of this role as He/She will be overseeing support to an average of 150 staff. He/She will also be expected to support updates and roll out the Security Management Plans, revised Logistics Manuals, Code of Conducts and associated policies. The role may involve engaging with government offices to engage, represent and promotes Concerns interests.

Main Duties & Responsibilities:

1. Programme Support

- Provide technical advice and support to programme coordinators and managers on specific admin or logistics issues to ensure the efficient implementation of programmes.
- Ensure that all staff in the base are trained on and comply with Concern's global and South Sudan specific logistics, security policies and manuals.
- Support the Base Manager and Area coordinator at the start of any new donor contract to have a Procurement plan(PP) in place, identify and communicate all donor-specific requirements to the relevant personnel in all departments to ensure compliance throughout the duration of the project
- Advise programme staff on distribution systems to communities,(including DIK) & construction sites and ensure that they are in line with donor requirements

2. Security Management

- Responsible for the security management of Concern staff and assets on a day to day basis at LOL state and as office Security Focal Point, including ensuring compliance with security protocols and ensure prompt Security Incidents Reporting;
- Actively participate in collective exercises such as preparation or updates of Preparing for Effective Emergency Response (PEER) plan, Security Management Plan (SMP) and other Concern initiatives.
- Actively participate in any emergency response if called upon to do so (within the existing programme area or in a new one).
- Responsible for on-going security management (SMP specifics) and planning as necessary



3. Transport Management

- Ensure effective fleet and fuel management systems (cars, motorbikes and generators) are in place in field office(s) in accordance with Concern procedures
- Ensure all monthly transport reports on fuel usage, mileage, repairs and maintenance for each vehicle, motorbike and generator are accurate and submitted to the Juba Transport Officer in a timely manner and review these for any potential issues

4. Procurement

- Ensure Concern and donor procurement procedures are understood and complied with by all relevant personnel in line with overseas procurement Manual 2019, South Sudan specific procurement guidelines and donor procurement compliance requirement.
- Ensure the field office Logistics team maintains a clear, well-documented paper trail in their files
- Work with the programme teams to develop realistic annual procurement plans and ensure that these are maintained and updated.
- Manage and coordinate with relevant procurement staff to ensure all procurements are tracked through a weekly SR tracker, delivered effectively and efficiently and SR status is disseminated weekly to all program managers.
- Establish a vender/supplier data base, update it on regular bases and appraise performance of suppliers on regular bases

5. Warehouse and Asset Management

- Ensure that all procedures and controls are in place for warehouse management in Nyamlel, including storage, setting of re-order levels, movement of goods and programme materials in other sites within LOL state in line with Concern Warehousing and commodities Management Manuals.
- Conduct physical periodic stock and inventory spot counts/checks ensuring that prompt actions are taken where discrepancies are reported.
- Ensure monthly stocks reports are prepared including DIK and all submitted to Base Manager by 5th of next month.

6. Fixed Assets Management

- Ensure all assets lists and inventories are properly and physically tagged, recorded and maintained and a report made on quarterly basis to Systems Director and CFC.
- Ensure a disposition plan is presented to SMT every year for deliberation and that all records related to authorized disposals are maintained.
- Ensure all office equipment are in good working condition

7. Staff Management

- Lead and manage the field Logistics Staff, contributing to their capacity building and career development through on-the-job training and coaching, including in particular a thorough induction at the start of their contract
- Ensure that all positions in the department have accurate job descriptions (in consultation with their functional Line Manager where relevant)
- Ensure each member of the team fully understands outcomes which are expected of them by setting SMART objectives, and that they are aware of the success criteria relating to their work
- Monitor and review performance and hold staff accountable for meeting the success criteria; give corrective feedback where required and take decisive action in the case of poor performance
- Ensure that work within the team(s) is planned and organised in a way which will meet the organisation's needs in the most cost effective manner possible; ensuring that team members are given appropriate workloads and are working efficiently while also ensuring appropriate segregations of duty for control purposes
- Identify and take appropriate action to fill resource gaps (launch timely recruitment to replace a leavers)



8. Administration Management – Office and Compound maintenance

- Oversee the on-going maintenance and running of Concern’s premises (offices, stores and residences) ensuring that adequate supplies, staffing and support systems are in place.
- Ensure a clean, health and safe working environment within the office, including supervision of garbage collection, office fumigation etc.
- Oversee health and safety compliance in the office - Fire extinguishers, air conditioners, first aid etc.
- Keep track and ensure management of frame agreements, contracts for administration service providers - Guards, office consumables, repairs and maintenance, etc. follow up on renewals and ensuring that payment are processed on a timely basis.
- Manage the Nyamlel office stationery and supplies stores, ensuring adherence to mini-store warehousing procedures
- Proper maintenance and filing of Administration records,
- Induction/orientation of new staff on administration procedures – Visitors phone, emergency contacts, permits, visas, ID cards, stationary etc.
- Coordinate the repair and periodic maintenance of office equipment and machines and maintain maintenance schedules.
- Prepare admin Monthly Cash projection and SITREP
- Assist in the development, review, dissemination and implementation of administration policies and procedures
- Assist in the monitoring for compliance with immigration laws, policies and procedures

9. Equality and Accountability

- Ensure the highest standards of accountability through ensuring good communication and information sharing within and outside the programme.
- Take active measures to address equality issues, particularly relating to gender, in programme as well as operational (e.g. HR) activities.
- Be aware of, understand and comply with all of Concern’s policies and procedures (Code of Conduct and Associated policies, finance, logistics, HR, security management etc.).
- Undertake other related duties as may reasonably be assigned by the Area Coordinator in consultation with Systems Director
- Ensure staff are aware, and consent to Anti-Fraud and Whistle Blowing Policy committing to the highest possible standards of openness, transparency and accountability in all Concern affairs.

Emergency response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.

Required Education Qualification and Experience

- Minimum Qualification required: Degree/Diploma in logistics management, supply chain management, or Business Administration or any other related fields.
- Experience: Three years of experience in field office logistics management, base management, program support function management



Technical Skills

- Have excellent interpersonal, written and oral communication and presentation skills;
- Ability to work with minimum supervision;
- Ability to multi-task and work within deadlines;
- Proficient in use of Microsoft applications, including Word, Excel, PowerPoint & Outlook (or similar software);
- Knowledge of databases and skills needed to access, assess, and analyze information; Basic analytical and statistical skills
- Good Knowledge of HR practice, policy and procedures, logistics, procurement and supply chain management
- Understanding of South Sudan labour law of Dec 2017
- Professional experience related to Logistics Management, Base Management, Human Resource Management in NGO setting
- Knowledge of international humanitarian standards for Human Resource Mgt.
- Fluency in English; knowledge of Dinka will be an asset.

Competencies

- Degree in logistics, management, business administration or a relevant profession
- Two years overseas experience in a systems / operations management role with an international NGO
- Experience in managing a team and in staff capacity development
- Experience of managing logistics systems in an emergency environment
- Financial management skills
- Cross cultural awareness and sensitivity
- Empathy with Concern's goals and a commitment to capacity building, protection and participation
- Good communication and training / capacity building skills
- Ability in team building and working in a participatory/integrated manner
- Ability to work on own initiative
- Good sense of humour
- Flexible, patient and adaptable to a changing environment
- Ability to work under pressure with numerous deadlines
- Knowledge of computer applications i.e. Microsoft word, Excel, communications systems
- Ability to live and work in a close team environment
- Prepared to work and live in a challenging and remote location

Desirable

- Previous Concern experience
- Delivering Results
- Planning and Decision making
- Creativity and Innovation
- Change management



Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

How to apply:

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: HR Department – Nyamlel Office, our Head Office located at Tongping, Airport Road Opposite Ebony Bank , not later than Friday 05th March 2021 or email it to; vacancies.juba@concern.net
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. Please complete the summary profile form when submitting your application.
5. A detailed Job description will be provided to the successful candidate at the time of appointment.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT. WOMEN ARE STRONGLY ENCOURAGE TO APPLY TO OUR ORGANIZATION. WE CELEBRATE DIVERSITY!

