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Approved
Labour HQRS
29/3/23

Job Advert: Surge Logistics Officer

Pibor Support Team



JOB DESCRIPTION

NAME	
JOB TITLE & POSITION	Surge Logistics Officer
LOCATION	Pibor County, Republic of South Sudan
REPORTING TO	Project Support Manager
OVERALL PURPOSE	Working as a member of a diverse team who are committed to serve the world's most vulnerable with practical and compassionate care, the Surge Logistics Officer will support Medair's activities in Pibor by providing administrative and logistical support to Nutrition, WASH & Health project response activities in Greater Pibor Administrative Area (GPAA).
PROJECT OVERVIEW	The Greater Pibor area is affected by multiple humanitarian crises including inter-communal violence, displacement, food insecurity, flooding, and poor access to services. In accordance with its humanitarian mandate, Medair operates in Pibor to provide emergency health, nutrition, WASH, BCC and MHPSS interventions.

FUNCTIONAL LINKS	
Internal	<ul style="list-style-type: none"> Liaise with all heads of departments (PMs) Coordinate with Juba Logistics Team Receive support from the Project Support Manager
External:	Liaise with Suppliers, Government Authorities, UN Agencies INGOS, and Freight operators

RESPONSIBILITIES:	
Logistics Management	
<ul style="list-style-type: none"> Coordinate the day-to-day Logistics Operations following Medair policies and procedures, in a transparent, accountable, efficient and cost-effective manner. Provide technical oversight and ensure proper supply chain management practices and procedures are in place and maintained according to Pibor project. Offer planning support and advice to project managers and others making procurement requests. Ensure supplier qualification procedures are followed, and a supplier database created and maintained reflecting supplier status. Overseeing warehouse operations and ensuring proper record-keeping for the receipt, storage and issuing of items, physical inventory checks, storage conditions, security and facility maintenance. With support from Warehouse Assistant put in place systems – stock management and use of correct documentation and procedures. Support the project support manager in ensuring the most cost-effective and reliable means of transport is used for the timely delivery of supplies to projects. Support with supply chain coordination ensuring the regular and timely transmission of order status, stock levels and shipment status to project and logistics staff, so they are well-informed and well-prepared for incoming goods and material. Cover for the project support manager as needed. 	



PERSON SPECIFICATION

QUALIFICATION / EXPERIENCE:	ESSENTIAL	DESIRABLE
Vocational qualification	<ul style="list-style-type: none"> Professional qualification in Logistics or training in Supply Chain Management, Business Management or a related field. Strong working knowledge of English (spoken and written). 	
Work experience	<ul style="list-style-type: none"> Minimum of two years of relevant logistics and management experience in emergency and/or development context Experience working in a cross-cultural setting, preferably in the logistics sector. Knowledge of Humanitarian Essentials, Sphere and HAP Standards and other international humanitarian guidelines and protocols. Advanced planning, coordination, assessment, analytical and problem-solving skills. Able to oversee multiple tasks, prioritising and delegating as required. Ability to communicate effectively with programme teams and be able to represent Medair with UN organisations, other international NGO's and local authorities. 	1 year work with a similar organisation Experience working in Pibor or other comparable locations in Jonglei State
IT	Basic competence in Microsoft Office programmes (in particular with Word and Excel), internet, and e-mail	
Languages	Fluent in spoken and written English and Juba Arabic	Fluent in Murle



COMPETENCIES	ESSENTIAL	DESIRABLE
Motivation	<ul style="list-style-type: none"> Quick learner Able to strictly follow protocols Self-motivated Desire to serve the community Perseverance in dealing with challenges and difficult working contexts Willing to uphold Medair's values 	
Team building	<ul style="list-style-type: none"> Team player with good inter-personal skills Willingness to support others and share workload 	<ul style="list-style-type: none"> Experience of living and working in a multi-cultural team Experience in training/mentoring/coaching staff
Adaptability	<ul style="list-style-type: none"> Flexible and willing to work in difficult and busy environments 	Willing to learn new skills and sectors (hygiene promotion, nutrition)
Technical expertise	<ul style="list-style-type: none"> Technical understanding of mechanical and communication equipment. Demonstrable knowledge of rules, regulations and donor policies governing the compliance/regulatory management of procurement rules from US, EU, UN and other agencies. 	<ul style="list-style-type: none"> Capacity to work under pressure and to tight deadlines. Creative, open-minded, flexible, self-learner. Diplomatic, especially for working with authorities and suppliers. Strong organisational skills, excellent written and verbal communication skills.

		<ul style="list-style-type: none"> • Able to develop and maintain effective relationships with internal and external stakeholders. •
Management & Leadership	<ul style="list-style-type: none"> • Identify and suggest possibilities for Capacity Building for individuals in Pibor logistics team members. • 	<ul style="list-style-type: none"> • Willing to lead a team • Able to make difficult decisions

WORK CONDITIONS	This is a field-based position, working and living conditions are very basic. The current security situation in Pibor is dynamic and the location of the interventions may be in areas of relative insecurity.
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JOB COMMITMENT	
Date Issued	29/03/2023
Deadline	17/04/2023 at 5:00 PM South Sudan local time
Planned start date	As soon as possible
Duration of commitment:	4 Months
Application Details	<p>Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: Recruitment Human Resources Department Medair South Sudan - Theo Road, Hai Tong Ping or by e-mail: recruitment-sds@medair.org. Please include: <u>"Surge logistics Officer- Pibor 03"</u> in the subject Line of your Application or on the Envelope.</p>

Note: This position is for South Sudanese nationals Only. As the position is urgently needed, shortlisting shall be conducted on a rolling basis and this position will be filled before the deadline. Due to the large number of applications we receive, only shortlisted candidates shall be contacted.

According to South Sudan labour law, Medair does not discriminate, directly, against any job applicant especially based on race, tribe or place of origin, national extraction, colour, sex, pregnancy or childbirth, marital status, family responsibilities, religious, political opinion and disability.

