

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position: Logistics Officer.
 Reports to: Logistics Coordinator.
 Supervision of: None
 Duty station: Koch/Leer
 Duration and type of contract: One Year (Fixed Term Contract – with possibility of extension depending on funding)

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality, or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety, and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

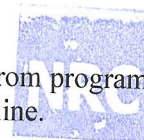
The purpose of the officer position is day to day implementation of the support functions responsibilities. Use actions words such as ensure, implement, or assist for the position relevant responsibilities.

Generic responsibilities:

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Responsible for receiving and handling all PRs at field and Juba level.
2. Involve in Market Analysis when requested.
3. Ensure all the PRs being Process have proper descriptions, specification, project account, account code and ensure they are duly signed/Approved.
4. Responsible for daily procurement system update.
5. Ensure procurement lead-time is strictly adhered to.
6. Adhere to internal controls and procedures designed to ensure strict compliance with the NRC Logistics (procurement) handbook and the standard operating procedures detailed therein.
7. Responsible for Tender advertisement and preparation for RFQs.
8. Handle inquiry related to receive PRs, procured PRs and goods delivery (status) from programs.
9. Perform any other duties as may be assigned from time to time by the supervisor/line.

Specific responsibilities:



These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus, and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- Ensure timely delivery of goods and service. Enforce transparent and open procurement process for NRC to obtain the best value for money.
- Implement internal controls and procedures designed to ensure strict compliance with NRC Logistics Handbook.
- Ensure all PR from the field are well tracked in the system and the status of the orders is shared with programs and management weekly.
- Ensure supplier data base is up to date, NRC has a competitive vendor list; nonperforming vendors are black listed in order to avoid loss.
- Ensure a proper management of the storage spaces (size, quality, organization, equipment, documentation, maintenance of the minimum stock, follow-up, and reporting).
- Manage the assets control. Update the assets list and send the monthly report. Ensure that all assets are tagged and recorded.
- Allocate the assets to individuals and record their movements (location, return...)
- Report losses, damages, thefts. Send assets for repairs when needed.
- Support on the disposal of assets in coordination with the logistics manager and the budget holder (donation, sale, transfer, destruction).
- Provide the monthly fleet reports to the country office.
- Ensure that all spare parts or consumables are available for the routine maintenance.
- Follow up on the fuel consumption and ensure a transparent and regular tracking of fuel usage.
- Responsible for all fleet records and ensure that all incidences such as road traffic accidents, misuse, thefts, injury or forced transportation by armed non-staff actors are dully reported immediately to both supervisor and security.

Critical interfaces:

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Cooperation with line Managers
- Good Cooperation with the programme colleagues.
- Cooperation with support functions like for movements, and reception of goods.
- Good cooperation with other humanitarian agencies and local authorities.

2. Competencies:

Competencies are important for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- Relevant university degree/Diploma, preferably in Procurement or equivalent work experience
- At least 2 years working experience in a busy Logistics department preferably with INGO or UN.
- Understanding of various donors' requirements



- Excellent interpersonal, written, and verbal communication skills.
- Fluency in the English, both oral and written
- Ability to work under pressure.

Context related skills: knowledge and experience (shall be adapted to the specific position):

- Good knowledge in procurement (Purchasing and supply management)
- Proven experience from working with complex organization.
- Proven result in implementing procedures.

2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Planning and delivering results.
- Empowering and building trust.
- Communicating with impact and respect.
- Handling insecure environments.
- Coping with Change.

3. Performance Management

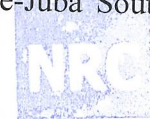
The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management System. The following documents will be used for performance reviews:

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **Thursday 30th November 2023** by Hardcopy in an enclosed envelope clearly marked **"Logistics Officer"** to NRC Office-Juba South Sudan, Tongping-Opposite US Embassy or NRC Office in Leer/Koch.



Only short-listed candidates will be contacted, by e-mail or by phone.
FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY

