



People for development



JOB VACANCY: Logistic Officer (1)

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as “the poor, the sick, and the disabled”. Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI works to help people in becoming aware of their own value and dignity. AVSI is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes.

The organisation is now seeking to recruit suitable qualified South Sudanese national for the position of **Logistic Officer**.

Duty Station: Rumbek, Rumbek Center county, Western Lakes State

Salary: 500-600 USD NET according to candidate experience and certificates

Starting Date: Successful candidates should be ready to start work before the end of the closing date from the date of confirmation of employment after the interviews

Job Description:

Logistic, administrative and office management support in managing AVSI activities in former Lakes State (particularly in Rumbek and Cueibet Sub Office) in general with particular focus on warehouse management, procurement and movement planning for effective projects implementation.

Specific Duties:

- Oversee and support AVSI's Sub Offices functioning (Rumbek and Cueibet), monitoring field needs, consumption and use of AVSI's assets.
- Count, release, register and follow up the distribution of commodities for the projects;
- Implement purchase orders according to AVSI procedures.
- Keep accurate stock-cards of goods transiting (in and out) of AVSI Rumbek Office and inform management of necessary orders, when stocks are low;
- Support the establishment and update databases of store inventories.
- Make sure that all staff and vehicles respect AVSI security procedures especially for field's movements.
- Make sure that all staff respects AVSI procedure, for procurement and movements.
- To facilitate the organization of and logistic support to managerial trainings and awareness campaign organized by AVSI in the framework of project implementation.
- Prepare/support preparation of stock cards, delivery note records and vehicle fueling and maintenance records, and any other logbook regarding the compound structures.
- Preparation of delivery notes for any items to be sent from AVSI stores to other locations in accordance with donor requirements.
- Guarantee the proper storage of all relevant documents to trace order history.
- To support AVSI Logistic and management in the administration and implementation of payments



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- Maintain a flexible attitude towards teamwork and other assignments as dictated by circumstances/events or requested by Supervisors.
- Any other duties and tasks as assigned by the Supervisor

First and Second Supervisor:

Logistic Coordinator & Area Team Leader

Requirements

Education

Diploma or Higher Certificate in procurement and Logistics or related field.

Knowledge and experience

- Minimum of 2-3 years' experience in logistic store keeping.
- Experience in working in NFI/FSL sector will be an added advantage
- Fluency in using computer, particularly MO Excel
- Reporting experience, problem solving and diplomatic skills
- Working experience with an INGO or private sector will be an added advantage.
- Previous work experience/ knowledge of the territory in former Lakes State, Rumbek, Cueibet County is an added advantage
- Excellent interpersonal and communication skills
- Fluency in written and spoken English, spoken Juba Arabic
- Women are encouraged to apply.

Attitudes

- Proactive and takes initiative.
- Flexibility
- Respect when dealing with others.
- Presentable, outgoing with a pleasant character
- Identify him/herself with the mission, vision and values of AVSI.

How to Apply:

Applications should include **Curriculum Vitae (CV), National ID, Driving License and cover letter ONLY**

PLEASE DO NOT ADD ADDITIONAL DOCUMENTATION IN THIS PHASE, WILL NOT BE CONSIDERED AN ADVANTAGE BUT AS A SIGN OF INABILITY TO FOLLOW GUIDELINES

In the cover letter (of no more than one page in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to any AVSI Office in the Country:

- Cueibet – Cueibet Women Resource Centre, next to Daikonie compound
- Rumbek – Malualakan Residential area, Next to Panda Primary School
- Juba Office- Juba Raha Compound South Sudan.

Or send in soft copy to: administration.rumbek@avsi.org and HR.Southsudan@avsi.org

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS **October 3rd 2019**

Due to the urgency of these roles, AVSI reserves the right to shortlist applications before the closing date.

