



Norwegian People's Aid
South Sudan

II - Approved



Advertisement For Logistics Officer Based In Rumbek (Lakes State)

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese) for the position of **Logistics Officer** based in Rumbek with 30% field travels to NPA Offices in Lakes, (Mvolo, Yirol and Aweril).

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

Manage day to day logistics activities at Rumbek Sub-Office. Ensure NPA assets and equipment at the sub-office are well managed and the activities are carried out in an efficient and cost-effective manner. The position is also responsible for supporting the team on safety aspects and line managing drivers and other logistics staff, reporting to this position.

Duties and Responsibilities:

1. Facilitate the procurement activities at sub-office

- Ascertain the procurement needs of the projects and coordinate with Juba logistics team.

2. Implement Logistics Plan

- Facilitate the implementation of projects by effective logistics support.
- Process the purchase request from the departments in conformity with NPA policies. Coordinate with Juba logistics on procurements, as needed.

3. Assets & Inventory

- Ensure all assets and inventory are recorded as per NPA requirements and reports are shared with Juba office as per deadlines.
- Arrange for repairs & maintenance of assets as per maintenance schedule.

4. Fleet Management

- Develop weekly fleet movement plans in coordination with the Team Leader/Head of Sub-Office & programs.
- Office vehicles are well maintained. Logbooks and documents are available in vehicles & file.
- All vehicles have necessary tools, first aid, fire extinguisher and other necessary equipment.
- Fuel records are up to date and fuel stock is safe & secure.
- Repairs & maintenance of all vehicles, motor bikes and generator are carried out in a planned manner.
- Line management support to Rumbek drivers and coordinate with Juba Fleet Officer on matters related to fleet management.

5. Safety and security of the compound

- Necessary safety equipment, fire extinguishers, first aid box, fence, security lights, barbed wires, perimeter fence are in good condition. Repairs & maintenance are carried out with support from HoSO
- Base HF Radio remains in working condition and NPA vehicle movements are monitored.
- Security guards are carrying out their tasks properly and no unauthorized access takes place.
- Perimeter security lights are working, and guards are carrying out their duties properly.



6. Other duties

- Maintain office stock of consumables and project supplies. Share information with TL, HoSO & Pos.
- Communicate with and maintain positive relationships with NPA partners, suppliers.
- Maintain the cleanliness and organization of NPA office compound & warehouse.
- **Any other duties that may be requested and assigned by the supervisor from time to time.**

KEY PERFORMANCE INDICATORS:

- a. Compliance to NPA policies & procedures.
- b. Updated records of assets, inventory and stocks is available.
- c. Fleet and other key assets are functioning well and remain in good condition.

Desired Qualifications/Skills/Experience:

Bachelor's degree Procurement and Logistics, Business Administration or any other relevant field.
Two to five years of relevant experience on Similar Position.

Personal Competencies:

1. HF/VHF Radio and VSAT experience/skills.
2. Technical knowledge/skills related to fleet/generators.
3. People management skills.
4. Flexible and willingness to work for long hours.
5. Computer literate & report writing skills.

Working Relationship:

Internal:

- All staff both Field and Juba

External:

- Suppliers.
- NGOs.

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, Age, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office and NPA Rumbek Office.

Applications submitted after 12:00 noon on Friday 18th February 2022, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.

II - Approved

Approved by Labour Office

