

Job ADVERTISEMENT

Position	Logistics Assistant	Starting Date	25 th July 2022
Reference of the offer	ACTED Juba	Publication Date	6 th July 2022
Location	Greater Equatoria-Juba	Type of contract	FIXED TERMS CONTRACT
Duration	6 Months	Security Level	

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Context of the position and key challenges

This advertised position is based in Equatoria-Juba, the incumbent will undertake Logistic roles and provide specialized support functions and perform standard logistics/supply chain processes and activities to enable effective delivery of all supplies on the procurement plans. The position and the context require commitments, working under pressure and transparency.

Key roles and responsibilities

- a) **Procurement**
 - Receive Order forms from the user department and process it as per ACTED procurement policy.
 - Assist the program department in giving technical specification on the items ordered as per the Framework Agreement specification.
 - Follow up all the procurement process for all the bases and making sure that ACTED's procurement procedures are respected at all times and are well documented.
 - Issue Purchase order and contracts to supplier.
 - Follow up on the delivery of the contracted material from the supplier to ACTED bases.
 - Prepare complete procurement documentations and submit for approval and payment processing
 - Prepare documentation for the cash advance and for field interventions.
- b) **Stock / Inventory**
 - Ensure that all procured material/items for Juba and field office are well documented.
 - Maintain and update the inventory follow up every time something goes into or out of the stock.
 - Maintain a tagging system for all the equipment/materials of ACTED South Sudan.
 - Work on a TITANNIC report at the end of every month
 - Ensure ACTED assets are handled with care.



- Ensure proper stock management.
- Ensure sufficient and reliable means of communication at all Equatoria bases.

Required qualifications and technical expertise

- Bachelor degree in Procurement and Logistics or Supply Chain Management
- Two year's minimum in logistics management experience
- Experience of working with INGO in a similar capacity will be an added advantage.
- Ability to work well and under pressure.
- Ability to work independently with strong interpersonal and communication skills.
- Computer literacy (Microsoft Word, Excel, Power Point and Outlook).

How to apply

Applications must be submitted in **English** attached with a CV, a cover letter and three references. Please send your application via email juba.hr@acted.org. Dateline 19th July 2022.

