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 APPROVED  
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MINISTRY OF LABOUR  
 REPUBLIC OF SOUTH SUDAN

14 OCT 2022

Approval by PRC



**VACANCY ANNOUNCEMENT FOR LOGISTICS MANAGER- JUBA  
 (INTERNAL /EXTERNAL)**

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **Logistics Manager** to be based in our Juba head office.

**Job Purpose:**

Under the guidance from SD and in collaboration with Logistics Coordinator, provide strategic and technical leadership in the management of the logistics function in the areas of Procurement, and related Supply Chain Management and enhance supplies reporting & dissemination of reports mechanism in Juba. Spearhead capacity building of Logistics staff and ensure lead times for SRs, weekly & monthly reports & reconciliations, filing and archiving are organized and reports shared within deadlines.

**Main Duties & Responsibilities:**

**(a). Procurement**

- Ensure Concern and donor procurement procedures are understood and complied with by all procurement officers
- Review and ensure Quotes, QEFs and payment Requests etc. are in line Concern Purchasing policy and procedure and guide staff accordingly as per procurement manual, delegation of authority and other ethical consideration on the procurement process.
- Ensure the Logistics team maintains an accurate clear and well-documented paper trail in all procurement files
- Track annual procurement plans and ensure that these are maintained and updated based on the requests submitted
- Manage and coordinate SR tracking system to ensure all procurements are tracked, disseminated effectively.
- Coordinate procurement with Nairobi and Dublin offices and ensures import/export protocols are adhered to.
- Preparations of Contracts, ensuring right templates are used and all correct annexes are used
- Maintains and administer all Contract running tracker, flagging expiries 3(three) months in advance to trigger a need for Request(SR)
- Preparations of Tender dossiers and high level procurements Orders ensuring all relevant protocols are observed for review approval by Logistics coordinator. Ensure preparations and documentations comply with Concern's policies, guidelines and procedures
- Guide and support Procurement committee plan their meetings and support to undertake supplier appraisals and vendor rating to develop preferred list of suppliers.
- Drive Vendor pre-qualifications exercise, frame agreements for suppliers where necessary & all contracts.
- Ensure that all procedures and controls are in place for supporting receiving and storage procured goods, Assets and materials by providing relevant reports, documents timings etc. in advance to store keepers and users.
- Responsible for the security management within the supply chain ensuring compliance with security protocols and ensure prompt Security Incidents Reporting;



- Provides updates/briefs to management and staff on safety and Security collating security alerts to mitigate actions that would endanger Concern staff and Assets and uploaded in the SIRT systems.
- Support in coordination of Security Focal Groups (SFG) meetings and ensure adherence to the protocols.

**(b) Invoicing, Filing and Archiving**

- Ensure all payments are accurately attached with correct paperwork and an invoice tracking register maintained
- Oversee the documentation, ensuring that filing and archiving in Juba is in place and well documented.
- Ensure the archive files are well documented, received, tracked, recorded and disposal parameters adhered to in line with archiving protocols.

**(c) Staff Management, and Capacity building**

- Lead and manage Logistics Staff, contributing to their capacity building, trainings and career development through on-the-job training and coaching, including in particular a thorough inductions.
- Ensure each member of the team fully understands outcomes which are expected of them by setting SMART objectives, and that they are aware of the success criteria relating to their work
- Monitor and review performance and hold staff accountable for meeting the success criteria; give corrective feedback where required and take decisive action in the case of poor performance
- Ensure that work within the team(s) is planned and organised in a way which will meet the organisation's needs in the most cost effective manner possible; ensuring that team members are given appropriate workloads and are working efficiently while also ensuring appropriate segregations of duty for control purposes

**(d) Representation and Country Compliance**

- Represent Concern in Cluster meetings, Logs skype groups etc. and as may be further delegated for inter-agency collaborations.
- Monitor and report timely on any changes to government legislation affecting Concern
- Research on logistics issues, evaluate alternatives and make recommendations for action by management
- Liaise with other INGOs, NGO F, UNMIL, UN Agencies and Juba Government departments, including attending and participating at regular meetings.



**Persons Specifications**

- A first level degree in logistics, supply chain management, procurement or other related degree with at least three (3) years' experience in an NGO or
- Advanced CIPS Diploma and at least Five (5) years' experience in an NGO
- Excellent interpersonal, communication, planning, organizational, leadership and negotiation skills
- Confidentiality, integrity and ability to handle sensitive situations
- Proficiency in the use of computer applications
- Knowledge of MS Office (high proficiency in Excel); comfortable working with computers with minimal IT support.
- Experience in working in the development or humanitarian sector would be preferred
- negotiating skills; the ability to maintain confidentiality & discretion whilst dealing with Logistics issues; good attention to detail and demonstrated ability to deliver on work objectives to a high quality and on a timely basis are all essential competencies for this role
- Excellent spoken and written English



## Competencies Required

- **Managing oneself:** Holds an awareness of own abilities and areas for development; can adapt and use abilities to work well with others and to help achieve Concern's objectives;
- **Leadership:** Can act to inspire others by clearly demonstrating the values and principles that underpin Concern's work. Can hold a sense of pride in Concern and loyalty to the organisation. Can support others to achieve excellent results;
- **Communicating and working with others:** Has used the most appropriate channel to share information with others both inside and outside the organisation; adapts the message to meet the communication needs of the audience;
- **Delivering results:** Can systematically develop plans towards achieving Concern's objectives and deliver on commitments; can use appropriate techniques to help achieve objectives;
- **Planning and decision making:** Can systematically develop plans towards achieving objectives and deliver on commitments; can make clear, informed and timely decisions appropriate to role, in the interests of Concern and those Concern works with;
- **Influence, advocacy and networking:** Can engage with others inside and outside the organisation to promote the interests of Concern and those we work with; can gather and shares a wider knowledge of issues relevant to Concern's work;
- **Change:** Responds positively and constructively to change; manages or takes part in change processes in a way that is appropriate to their role in the organisation.

### **Safeguarding at Concern: Code of Conduct and its Associated Policies**

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy**. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission**. Any candidate offered a job with Concern Worldwide would be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking**.

### How to apply:

1. Interested South Sudanese applicants who meet the above requirements are requested to submit their applications, updated CVs of not more than 3 pages, a copy of their nationality ID, and copies of educational certificates in a sealed envelope addressed to: Human Resources Department-Juba or email to [vacancies.juba@concern.net](mailto:vacancies.juba@concern.net) later than 2<sup>nd</sup> November 2022.
2. Do complete the summary profile and criminal background check forms when submitting your application

