



Head Office Gudele 1, Behind Lou Specialist Clinic, 5Metres along Rock City Road,
E-mail: vacancies.healthactionafrica.org@gmail.com, info@healthactionafrica.org
Website: healthactionafrica.org

J.H.S
Approved
9/2/2021



HAA|JOB ADVERTISEMENT

Job Position	Logistics Assistant - [ROVING]
Reporting to	Logistics officer
Supervision of	Drivers, Cleaners/Security Guards
Number of Position	(1)
Department	Operations
Location /Duty station	Pigi Canal County, Jonglei State with Possibility of relocation to other Counties within South Sudan
Application Periods	February 9 th , 2021 to February 26 th , 2021
Recruitment Sources	Internal & External

Background: **HEALTH ACTION AFRICA (HAA)** is a Health Charitable Foundation in South Sudan. The Foundation is a medical cadre -led Health care & awareness raising network, grounded in medical perspectives. The Charitable Foundation was established in Feb 2017, by a medical team of friends in recognition and continuation of Humanitarian and Development work in Africa especially most at risk vulnerable populations. In South Sudan, HAA is registered and incorporated under chapter 3, section 10 of South Sudan NGOs' Act, 2016 and accorded the registration number 2526, with the Relief and Rehabilitation Commission (RRC)

Health Action Africa is recruiting staff to Join its Emergency Response Team (ERT) portfolio for 2021. The Service HAA renders include; Provision of Emergency Health Services to the Food Insecure IPC 4 Populations in Pigi Canal County, Jonglei State. This staff will however be rotated to other locations within South Sudan where there is need and based on availability of funding. We are looking for a highly competent, proactive and self-motivated individual (**South Sudanese National**) for the position **Logistics Assistant** based in the field.

Job Purpose The Logistics Assistant is responsible for making sure products reach their destinations safely, securely, and on-time.

- Functional Duties/Responsibilities**
- 1. Supply chain and procurement (50% of Time):**
 - Generates and remains up to date on a list of preferred suppliers; orders and prepares contracts, procures items from local suppliers or elsewhere as appropriate.
 - Responsible for procurement and management of office supplies such as stationary, cleaning material and catering supplies.
 - Keeps clear and well-documented files and well-organized archives on operations: ledgers, requisition orders, release orders, stock /Bin cards, stock reports, loss adjustment reports, physical inventory.
 - Receives inventory and provides timely, accurate stock and inventory reports including equipment tracking reports for management information and donor reporting purposes.
 - Ensures that **HAA** assets are received, coded and registered in the assets register and ensures disposal of **HAA** assets are carried out according to





existing policies and specific donor rules.

- Manages relationship with venders, suppliers and contractors to facilitate flow of services.

2. Building management (20% of Time):

- Maintains all office buildings and provision of utilities, highlights facilities and maintenance needs and coordinates with services providers.
- Ensures servicing of generators and monitor fuel consumption.
- Follows up on leases for all HAA building.

3. Fleet management and office support (10% of Time):

- Plans and coordinates the procurement of equipment and motor vehicle spare parts.
- Ensures that daily and weekly vehicle and stand-by generator inspections are performed and that regular servicing is carried out.
- Facilitates the repair or recovery of vehicle and generator breakdowns when required, including repair/recovery outside of working hours; follows up on periodic services of the vehicles.
- Ensures the annual inspection of vehicles as per the procedure of the country.
- Prepares quarter and annual reports on the vehicle performance i.e. mileage covered and the unit and total cost incurred for each vehicle.
- Plans and provides all transportation services such as travel arrangement, booking and ticketing, visa applications, vaccinations, hotel and taxi booking, travel allowances and expense claims for programme team as well as other RTP staff in line with the stipulated transport request procedures.
- Stores and tracks assets.
- Follows up with staff members regarding safety issues to ensure HAA

4. Conference and events management (10% of Time):

- Assists with negotiations for space contracts and books event space, arranges food and beverage, orders supply and audio visual equipment, makes travel arrangements, orders event signs, and ensures appropriate décor to meet the quality expectations of the event.
- Conducts research, makes site visits and finds resources to help staff make decisions about event possibilities.
- Keeps track of event finances including check requests, invoicing, and reporting.

5. Team management (5% of Time):

- Supervises and monitors all drivers in their daily duties (daily vehicle inspections, preventative maintenance reporting, logbooks, cleaning of vehicles, adherence to safety etc.)
- Ensures that Drivers and Guards are familiar with their roles and responsibilities within their individual job profiles and provides all coaching and support to build their capacity.

Performs Other Duties (5% of Time):





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**Requirements
Education/Professional
Experience**

- Performs other duties as assigned.
- University Degree/Diploma in Chain Logistics Management/ Professional certification such as Certified Computer Network Professional (CCNP), CCNA, MCSE, MCSA, MCSA, MCSA, Oracle Certified Database administrator OCDBA, Microsoft Certified Databases Administrator MCDBA or their equivalent qualification from a recognized institution.
- At least 3 years professional working experience with **INGO/NGO** in the similar role.
- Advanced understanding of medical terminology and administration processes.
- Proficient in information management programs and MS Office.
- Outstanding communication and interpersonal abilities.
- Strong attention to detail with excellent organizational skills.
- Excellent communication skills
- Fluent in Spoken, English, Juba Arabic and the Local is an added advantage
- Excellent oral and written English skills
- Ability to work under pressure
- The holder will adhere to the standard of conduct outlined in the **HAA** and County Health Department code of conduct.

How to apply **"Due to strict Covid-19 measures,** interested candidates are requested to submit their application letters, updated CVs with 3 Professional Referees, Copies of their national ID & Certificates to HAA HR Team
by email: vacancies.healthactionafrica.org@gmail.com or Hand delivery to HAA office

Note>Clearly Indicate the Position you are applying for on the email Subject Line
Not later than February 26, 2021.

Additional Conditions

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- **HAA seeks to reasonably accommodate candidates with special needs, upon request.**

Health Action Africa is an equal opportunity employer, merits, competency and past performance are the key parameters embraced. **Only shortlisted candidates will be contacted for interviews, all applications submitted will not be returned.**

Because this position is Urgently needed to be fill, short listing shall be conducted before the deadline/as application are being received

