



**POSITION:** Assistant Logistic Manager

**LOCATION:** Juba

**STARTING DATE:** ASAP

Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Assistant Logistic Manager** to be based in **Juba**.

#### **JOB OVERVIEW**

To support the Logistics Manager in providing logistical support to the senior leadership and the logistic team in Tearfund South Sudan program.

Specifically, handle all the operational-related activities /issues with support from all the logistics teams both in Juba and in the field. These include but not limited to setting up new operational areas, providing technical and capacity development of the field logistics team, overseeing the well-functioning of the IT & Communication activities, the work of the mechanic, reporting from the field, and general operational activities ensuring policies and procedures are known and complied with strictly.

#### **POSITION IN THE ORGANIZATION**

- Grade: A5
- Reports to the Logistic Manager
- Line Manage Senior Logistics Officer, Roving IT Officer, Procurement Officer and Roving Mechanic.
- Dotted line management responsibility for Logistics Officers in all the field locations & report to the LM any issue requiring support.



- Closely coordinates with the Logistics Manager, Area Coordinators, program managers, Finance Manager, and HR Manager where need be or appropriate.
- Frequent travel to all program field sites to provide technical support to the Logistics Officers/focal point person

#### **TEARFUND'S CHRISTIAN CULTURE**

- We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member you are expected to:-
- Engage with Tearfund Prays and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

#### **ORGANIZATIONAL REQUIREMENTS**

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model Godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.
  - To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
- The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
- Ensuring staff familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives and their individual responsibilities in upholding these standards and policies.

#### **KEY RESPONSIBILITIES**

#### **PROGRAMME STRATEGY**

- Advise the Logistics Manager on significant logistics issues affecting program implementation including procurement, transport, and storage of project goods, IT & Communication, fleet, equipment, office & accommodation infrastructure.

#### **6.2 PROJECT / SUPPORT FUNCTION MANAGEMENT**

- Support for setting up, managing, and overseeing all logistics systems (procurement, transport and fleet management, storage, communications, estate/buildings management, power supply, asset management, and IT).





- Support compliance with the policies and procedures set out in Tearfund’s Programme Logistics Manual and other policy and procedure manuals that may be applicable to a specific activity or situation (e.g. Security, Finance, HR policies).
- Support the Logistics manager with the approval of new suppliers on Affinis and the suppliers on Coupa. Approval of new contracts on Coupa to enable procurement using the framework agreement.
- Regular travel to all the field sites within the program to monitor compliance with policies and procedures, review logistics activities, and work with logistics and project staff to enhance the logistics support is provided accordingly.
- Support good health and safety implementation within the logistics function of designated sites, including particularly ensuring safe vehicle fleet management and safe working/living environments for all staff. Support good health and safety implementation of the logistics team in designated sites, ensuring policy and procedures are understood by staff, and any accidents are recorded and responded to appropriately.
- Support the HR Manager and Logistics manager in the induction of logistics staff, ensuring their familiarity with Tearfund’s mandate, values, Quality Standards, policies, and program objectives, particularly focusing on logistics policies and procedures, and their individual responsibilities in upholding these standards and policies.
- In conjunction with the HR Manager, HR staff, and the Logistics Manager, support the recruitment and management of logistics staff in-line with Tearfund HR recruitment policies, the legal context, and local practice.

### 6.3 CORPORATE POLICY AND COMPLIANCE

- Work with the Logistics Manager, Area Coordinators, and other project staff to ensure that the logistics needs of projects are identified and met to a high standard.
- Support the Logistics Manager in ensuring compliance with the policies and procedures set out in Tearfund’s Programme Logistics Manual and other policy and procedure manuals that may be applicable to a specific activity or situation (e.g. Security, Finance, HR policies).
- Conducting anti-terrorism/amber road checks for all suppliers, service providers, and contractors from the field locations as well in the contract office, maintaining a google folder with all the reports and linking them into Coupa to enable the use of such suppliers.
- In the absence of the logistics manager or as directed, support in conducting staff inductions for all new staff joining Tearfund South Sudan program to ensure they understand the logistics key policies and procedures for compliance to Tearfund and donor’s policies and procedures.
- Provide support in conducting partners assessment, identifying areas requiring improvement, and working with the logistics manager and the partnership coordinator to develop action plans to support the partners.
- Provide technical advice and support to the field Logistics Officers, the Senior Logistics Officer, and the Roving officers on all Policies, procedures, and SOPs of (procurement, transport and fleet management, storage, communications, estate/buildings management, power supply, asset management, transport, warehousing, IT) in coordination with the Logistics Manager.
- Support the logistics manager in ensuring that documentation is up to date across all the different sectors in Logistics for any audit trail and support in providing all the necessary documents required by both internal and external auditors.

### 6.4 LOGISTICS /TECHNICAL SUPPORT



- Oversee the work of the senior logistics officer in ensuring proper assets acquisition, allocation & usage by staff, tracking, physical verification, reporting, and disposal of assets within Tearfund procedures and according to donor requirements.
- Through the senior logistics officer, ensure efficiency and effective fleet, warehousing, and estate management is achieved and where need be provide the necessary support to the SLO accordingly.
- Responsible for supporting the Roving IT in providing IT & communication support coverage to all Tearfund sites (field & country office) within Tearfund policies, and ensuring all staff are adequately trained to use the equipment provided.
- Oversee the work of the roving mechanic in ensuring that drivers & designated staff are tested, provided training, and ensure continuous monitoring. Test results and authorization documents are well filed on google drive for any auditor purpose.
- In coordination with the logistics manager, area coordinators, and program managers, ensure the roving mechanic field visit is well-coordinated and scheduled accordingly to avoid any location experiencing a lack of mechanical support.
- Responsible for handling both domestic and international air ticketing for the Tearfund South Sudan program team with adhering to the procurement procedures and achieving value for money.
- Ensure the UNHAS reconciliation report is prepared and submitted to the logistics and finance manager. Keeping booking tracking and ensuring timely payment after service delivery/keeping the UNHAS account active by monitoring the balance in the account and do timely pre-payment accordingly.
- Support the Logistics manager in providing logistical technical support and maintaining efficient and effective functioning of the supply chain function for procuring, transporting, storing supplies, fleet, and assets management, within Tearfund and donor procedures and to the right specifications.

In the absence of the Logistics Manager, s/he will step into acting LM, oversee all the logistics support to the management, attend senior management meetings, and internally and externally represent the logistics department.

#### 6.5 TEAM MANAGEMENT

- Promote good team management in line with the bullet points in this section, working with the Logistics Manager as part of the wider logistics function.
- Lead and manage the Senior Logistics Officers, Roving IT Officer, and the Roving mechanic in encouraging effective teamwork and providing proper supervision, guidance, and mentoring.
- Conduct 6-monthly performance appraisals and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Conduct exit interviews, and disciplinary and grievance procedures, for all the staff under his line management as well as for other staff as requested by the logistic manager.
- Support the Logistics manager in providing dotted line management of the logistics staff in the field locations and where there is an issue, report to the Logistics Manager and the Area coordinators for more support.
- Assist the Logistics Manager in providing training in the appropriate use of communications, IT, electrical, and mechanical equipment for all staff as appropriate.
- Ensure that all staff within the logistics functions and area management understand their individual and collective responsibilities for security, safety, and well-being particularly in regard to safety equipment use; monitor and encourage good health and safety work practice within the logistics team.
- Where appropriate, provide pastoral support to members of the team.





## 6.7 EXTERNAL REPRESENTATION

- Build positive working relationships with government, local communities, UN, NGOs, procurement agencies, and suppliers in support of an effective and efficient logistics function where appropriate.
- Build the capacities of selected Tearfund partner organizations by providing logistics advice/training, as required, in close liaison with the Logistics manager.

## PART 2 – PERSON SPECIFICATION

### JOB TITLE: Assistant Logistic Manager

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>★ Bachelor Degree in Logistics &amp; Procurement/or appropriate equivalent qualification</li> <li>★ Having any qualification in CIPS is essential for this role</li> <li>★ Full clean driving license</li> </ul>	<ul style="list-style-type: none"> <li>★ Having a master's degree in logistics &amp; procurement or any reliable field is an added advantage.</li> <li>★ Associated Technical qualification (e.g. electricians, IT, mechanic)</li> <li>★ Further qualification in humanitarian logistics</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>★ Proven technical logistics experience of not less than 5 years in a similar role.</li> <li>★ Proven driving experience appropriate to the program</li> <li>★ Management of technical equipment including radios, satellite phones, generators, IT</li> <li>★ Proven experience in people management with practical experience in a similar or equivalent role of at least 3 years.</li> </ul>	<ul style="list-style-type: none"> <li>★ Working knowledge of good logistics practice standards in: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct.</li> <li>★ Health &amp; Safety at work</li> <li>★ Cross-cultural/overseas work experience</li> <li>★ Working with government bureaucracy</li> <li>★ Proven NGO work experience</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>★ Leadership and management</li> <li>★ Organisational and administrative</li> <li>★ Negotiation and representation</li> <li>★ Analytical and problem-solving</li> <li>★ Excellent written and verbal communication skills (including the ability to communicate effectively in a particular language other than English for specific programs)</li> <li>★ Computer literate, able to work efficiently in Word, Excel, Outlook</li> </ul>	<ul style="list-style-type: none"> <li>★ Training and mentoring skills</li> <li>★ Arabic language spoken/written</li> <li>★ Radio and satellite phone troubleshooting</li> <li>★ Electrical power generation troubleshooting</li> <li>★ Off-road driving (4x4, winching) training skills</li> <li>★ IT software troubleshooting</li> </ul>



	<ul style="list-style-type: none"> <li>★ Ability to lead, participate and facilitate in collective staff prayer and bible studies</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>★ Committed Christian with a personal relationship with God</li> <li>★ Committed to regular Christian fellowship with other Christians</li> <li>★ Christian motivation in relation to injustice and serving those in need.</li> <li>★ Emotionally &amp; spiritually mature</li> <li>★ Team player</li> <li>★ Understanding and sensitivity to cross-cultural issues</li> <li>★ Commitment to accountability to beneficiaries, showing dignity and respect, and demonstrating listening and understanding</li> <li>★ Flexibility, ability to remain calm under pressure</li> <li>★ Willingness to travel and live in basic conditions</li> </ul>	<ul style="list-style-type: none"> <li>★ Networking</li> <li>★ People developer and motivator</li> </ul>
<p><b>OTHER COMMENTS:</b></p> <ul style="list-style-type: none"> <li>● Regular travel across cluster countries is a requirement</li> <li>● All roles require a DBS/Police check</li> <li>● Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> <li>● Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</li> </ul>		

**How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert, Located in **ECSS Compound, Hai Jerusalem** detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to [southsudan-recruitment@tearfund.org](mailto:southsudan-recruitment@tearfund.org) the subject matter of your email should be the title of the job you are applying for.

Closing date for receiving applications is **30<sup>th</sup> June 2022 at 5:00pm.**

**NB:**

- Applications once received are not returnable
- Female Candidates are encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- **Only short-listed candidates will be notified.**

