



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

Vacancy Advertisement
ICRC – South Sudan

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07/04/2021
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FUNCTION: Logistics Assistant

PLACE OF EMPLOYMENT: MAIWUT with frequent travel to Udier

PURPOSE

The Logistics Assistant is the focal person in Maiwut & Udier to purchase and maintain items at the warehouse. S/he is also responsible for planning and delivering materials to the respective field locations. S/he will develop moment plan and aforesaid activities under the supervision of the Field Team Leader

FUNCTION DESCRIPTION

- Meetings with internal customers for collaborative demand planning (CDP).
- Order management.
- Follow-up on inventory levels.
- Receives FDCL and coordinating trips into the field.
- Supports ongoing activities in the field.
- Regular field trips to support ICRC operations in the Maiwut Base and other relevant places in the AoR.
- Filing and archiving of documents.
- Applies all relevant ICRC rules and regulations on purchasing.
- Ensures that the best price for quality is obtained.
- Handles the local purchases on a daily basis with a working advance.
- Requests price offers from suppliers.
- Prepares and sends out tender requests in coordination with direct superior.
- Ensures that contractual terms correspond to applicable local legislation.
- Follows up proactively the delivery schedule of the goods according to contractual terms.
- Ensures the quantity and quality control of delivered goods together with the Warehouse and / or requester.
- Communicates with inspection companies and suppliers with regard to quantity and quality issues.
- Streamlines of all warehouse activities, tracks and coordinates the receipt, storage and timely delivery of goods and materials; check orders, bills, items received, inventory and deliveries for accuracy; ensure basic maintenance standards in both bases, Udier and Maiwut
- Is responsible for maintaining all logistics files in accordance to the ICRC filing system.
- Checks and processes invoices from the supplier, provides all supporting documents and submits for signatures and payment.
- Is in charge of hiring daily workers to support the base Log activities, also labor for airstrip control and work.
- Supervises the Performance Management & Development (PMD) activities for employees under her/his supervisor; organizes regular meetings within their team to ensure optimal coordination of the work and proper flow of information.
- Manages car dispatch to ensure that teams have access to vehicles and drivers as necessary for their projects.
- Coordinates with Malakal base fleet team when the vehicle/vessel needs of the base go over the capacities and for activities requiring Malakal base support (boats etc.)
- Ensures that vehicles/vessels and generators are used in an efficient and cost saving way.
- Ensures the regular maintenance and repairs of vehicles and generators
- Organizes and monitors the refueling according to ICRC procedures.
- Prepares weekly fuel reports for both bases, Udier and Maiwut.
- Ensures that vehicles are ready to be driven at any time with all equipment and tools, following guidelines.
- Monitors, controls and reports on the use of vehicles; reports shall be sent to Malakal SD Logistics.
- Channels all relevant information related to the department to the red and blue line.
- Reports on problems and unusual requests concerning, purchase, quality, price without delay.
- Ensures that fuel reports are submitted in due time.

Only Short-listed Candidates Will Be Contacted. Applications Not Retained Will Not Be Returned



- Reports claims received from the clients to the supervisor.
- Checks the airstrips in the AoR in the morning of arriving flights, reports status to Juba RR and MAL SD Log.
- Ensures that ICRC staff, as well as hired (casual) workers are correctly briefed and monitored during loading and off-loading of ICRC flights as chartered flights as required and supervises these operations.
- Ensures that the ground staff and drivers are briefed and trained in airport procedures as well as procedures related to the loading and off-loading of aircraft.
- Supervises the loading of cargo and boarding of passengers on the ICRC aircraft.
- Supervises the refuelling of ICRC aircraft/helicopters either with drums or with local providers respecting the safety rules and regulations.

EDUCATION /PROFESSIONAL EXPERIENCE REQUIRED:

- Vocational high school diploma.
- Very good command (spoken and written) of English or the local working language.
- Computer literacy.
- Driving licence.
- Minimum two years' experience in a similar field.

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

HOW TO APPLY

Interested candidates should submit their application in English, to ICRC offices in **Juba, Malakal, Bentiu, Yei, Bor and Wau** or by email to: mal_recruitment_services@icrc.org until **Tuesday, 26th April 2021** to the **HR Manager**.

1. Motivation letter setting out why you are the suitable person for this role.
2. CV, copies of certificates and copy of nationality ID. Please clearly mark the position title in the subject title of your email.

Equally qualified women are strongly encouraged to apply



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