



"From inclusion to impact: empowering communities with humanity"



### JOB VACANCY ADVERTISEMENT

JOB TITLE:	Logistic Manager
LOCATION OF THE POSITION:	Juba
DEPARTMENT:	Operations
REPORTING TO:	Executive Director
SUPERVISES:	Logistic Officer(s)
FUNCTIONAL LINK:	Programme Coordinator, Finance Manager, HR Manager and ASL Manager
NUMBER OF VACANCY:	01 (One)
EXPECTED START DATE:	01.09.2025
CONTRACT TYPE:	Full time
SALARY:	According to MTA salary scale
LEADERSHIP WITHIN MTA:	Member of Senior Management Team (SMT)
DATE OF ADVERT:	21.07.2025
APPLICATION DEADLINE:	08.08.2025

#### ABOUT US.

**Mission Trust Aid (MTA)** is a nationally recognized, women-led organization dedicated to delivering inclusive, needs-based, and risk-informed quality interventions to disaster-affected communities in South Sudan. Established in 2018, MTA operates with a clear vision and mission: to foster a "dignified, empowered, and inclusive community driving sustainable and equitable development." Our mission, "Community empowerment through inclusive participation of women and youth in socio-economic and cultural development," reflects our commitment to making a tangible impact through collective action.

At the heart of our organization are our core values, which emphasize **Inclusion, Gender Equality, Empowerment, Integrity, Stewardship, Excellence, Resilience, Compassion, Sustainability, and Participation**. These values guide our work and drive us to create meaningful change in the communities we serve.

MTA focuses on several core thematic areas, including Water, Hygiene, and Sanitation (WASH), Health, Education Programs, Nutrition, Protection (addressing Gender-Based Violence, Land and property rights and Child Protection), Women and Youth Empowerment, Environmental Issues, Food Security and Livelihoods (FSL), Emergency Shelter and Non-Food Items (ES/NFI), Resettlement and Camp Setup, Management and Coordination, Governance, and Research and Innovation. Through these initiatives, we strive to empower



communities and foster resilience, ensuring that their needs and aspirations are at the forefront of our efforts.

## **SUMMARY OF THE ROLE**

The Logistics Manager is responsible for leading, coordinating, and improving logistics operations across Mission Trust Aid's field sites in South Sudan. This includes supply planning, procurement follow-up, fleet and warehouse management, staff supervision, and logistical support to emergency and development programs. The role also involves working closely with program, finance, and partner teams to ensure the timely and cost-effective delivery of goods and services in compliance with organizational and donor policies.

## **KEY JOB FUNCTIONS**

### **A. Logistics Management & Planning**

- Coordinate logistics operations across field bases to ensure effective movement of goods, personnel, and assets.
- Plan and oversee transportation of goods and staff by road, air, or river, taking into account access, security, and seasonal constraints.
- Lead logistics support for emergency responses including site setup, NFIs, and *medical/nutritional supply deliveries*.
- Liaise with OCHA, UN agencies, INGO logistics platforms and Logistics Cluster to coordinate access, cargo space, and movement permissions.

### **B. Project Supply Planning & Review**

- Collaborate with program teams to develop and regularly update project-specific supply plans.
- Monitor procurement and delivery timelines to ensure goods arrive in line with project implementation schedules.
- Review and track logistics budgets, ensuring value for money and donor compliance.
- Anticipate and adjust logistics plans based on evolving operational needs, security issues or environmental challenges.

### **C. Logistics Systems and Procedures Management**

- Ensure implementation of organizational logistics SOPs, procurement procedures, and donor regulations.
- Maintain accurate inventory and asset registers, conduct stock counts, and ensure timely reporting.
- Oversee fleet and fuel management systems, including vehicle usage logs, fuel consumption, and maintenance schedules.





- Support audits and internal reviews by ensuring proper documentation and traceability of all logistics transactions.

#### **D. Staff Management and Representation**

- Supervise and mentor logistics personnel including drivers, warehouse staff, guards, and field logisticians.
- Conduct performance reviews, identify capacity gaps, and implement staff development plans.
- Provide training on logistics systems, procurement procedures, and warehouse management.
- Represent the logistics function in internal coordination meetings and external forums (e.g., NGO forums, UNHAS, logistics cluster meetings etc).

#### **E. Partnership Support**

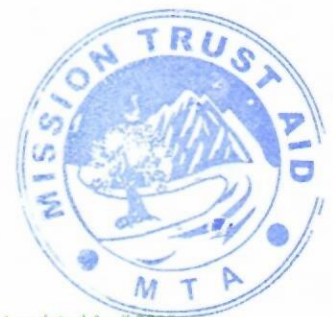
- Provide technical support to implementing partners on logistics planning, supply chain tracking, and compliance.
- Monitor partner adherence to logistics and procurement procedures outlined in partnership agreements.
- Facilitate capacity building for partner logistics staff through training, tools, and mentorship.
- Engage in joint logistics planning with partners to coordinate delivery schedules and resource sharing.

#### **Professional Skills**

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, or related field.
- Minimum 4 years of experience in logistics or supply chain coordination in humanitarian or development settings.
- Proven experience in procurement, warehousing, fleet management, and emergency logistics.
- Familiarity with logistics operations in South Sudan, including dealing with UNHAS, RRC, and logistics cluster procedures.
- Strong understanding of donor regulations (e.g., SSHF, USAID, ECHO, UNICEF).
- Proficiency in MS Excel, Word, and logistics management tools (e.g., Fleetio, Asset Panda, or similar systems).
- Fluent in English; local language skills are an added advantage.

#### **Required Skills, Competencies & Attributes**

- Strong leadership and coordination skills
- High attention to detail and organizational skills
- Ability to work under pressure and in insecure environments
- Team player with excellent communication and negotiation skills



- Commitment to humanitarian principles and local capacity development

### Ethics and Safeguarding

Mission Trust Aid, has zero tolerance towards any act of misconduct and Prevention of Sexual Exploitation and Abuse (PSEA). All recruitment process at MTA will include all candidates' declarations and reference checks focused on misconduct and PSEA.

### EQUAL OPPORTUNITIES

Mission Trust Aid is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, or disability status.

### How to apply.

Interested and qualified candidates who meets the above requirements are encouraged to submit their applications, including a cover letter and up to date CV with at least three referees with their telephone and email contacts.

Address your application to: [recruitment@missiontrustaid.org](mailto:recruitment@missiontrustaid.org) and cc [hr@missiontrustaid.org](mailto:hr@missiontrustaid.org). Or hand deliver to our office located at **Plot No.262, Joppa Residential Area, Block IX, Juba, South Sudan**. Qualified **female** candidates are **strongly** encouraged to apply. Specify the position you are applying as the subject/title before **4 PM on 08.08.2025**.

### Attention:

Application documents, once deposited will not be returned to applicants. Applicants are advised not to include any original documents in their application. Mission Trust Aid will not be held responsible for the loss of such documents. Mission Trust Aid will only receive, consider and accept applications submitted through the stipulated channels above.

### Recruitment Disclaimer:

Mission Trust Aid does not charge any fees at any stage of the recruitment process (application, interview, processing, or training), and we do not engage recruitment agents to represent us.

