



Médicos del Mundo

Position needed:

Logistic Officer

Location: DUK POKTAP, Jonglei State, South Sudan

MISSION

Responsible planning, implementation and follow up of all logistics activities related in the project area (DUK County). Providing all logistical support needed for the ongoing programme activities in DUK county. Responsible of the human resource management for the logistics team in the project (drivers and guards).

GEOGRAPHICAL SCOPE OF INTERVENTION

Based in DUK POKTAP County (Jonglei State - South Sudan) with regular visits to project locations across the county.

ORGANIZATION CHART

Direct supervisor: Field Coordinator

Functional supervisor: Logistics Coordinator

Supervise: Drivers and Guards

FUNCTIONS

Logistics activities and Planning

- Support the Project manager in the project implementation plan in term of logistics activities.
- Plan with the logistics team and other department team all project (movement, procurement and goods transportation).
- Supervise the base activity (communication, internet, assets management and fleet follow up).
- Participate in the weekly team management in order to ensure smooth collaboration of all the department and update all logistical related activities.

Security

- Participate and contribute to the preparation of the security guidelines (SOPs).
- Follow up the implementation of MdM security guidelines (SOPs) and guarantee high level of safety for the project staff and report any security issues to the Logistic Coordinator.
- Coordinate with the Logistic Coordinator to ensure all security measure are in place concerning the project communication, movement and site protection.

Supply chain management

- Ensure the procurement policy are implemented according to MdM protocol and guidelines.
- Organize the weekly and monthly order for the project needs and coordinates with head of departments for needs forecasting and MR follow up.
- Prepare and follow up of all project orders to be send to Bor or Juba for procurement.
- Ensure all the stock documents are updated up to date and share the monthly consumption report.
- Plan all organize all shipment to the field (last mile delivery), prepare all the transportation documents (Waybill, packing list).
- Ensure the upload of all the procurement dossier to the MdM share point.

Vehicles and Generators

- Work closely with the head of departments for vehicles needs planning.
- Supervise the project fleet maintenance plan and report to the logistics coordinator for any mechanical problems.
- Make sure there is always a sufficient fuel stock for the hospital generators and the motorbikes.

Construction and Rehabilitation





- Assist County Health Technician in identifying the training needs of MDM or partner medical and paramedical teams, conduct or organize for trainings, follow up and evaluations.
- Attend and/or Represent MdM in technical monthly meeting with the implementing partner and the supported Health Facility to guarantee continuous follow up and support.
- Promote the Health and security of the health team by ensuring the application of security guidelines, health and safety in the Workplace.
- Work with the staff in the supported health facilities to ensure quality of care provided to the beneficiaries.

Reporting

- Assist County Health Technician to receive data of implemented services from supported health facilities on weekly/monthly basis; review and follow-up.
- Support Health manager in follow up the medical data and Health project indicators.
- Ensure monthly reports from the supported health facilities are received by the M/E department in timely manner.
- Provide a weekly/monthly report to the health Manager, detailing activities done, supervision, trainings conducted, assessments undertaken etc.
- Report Health Facility visits to County Health Technician.
- Report any security related issues to line manager and/or Field Coordination.

Logistics

- Facilitate with the County Health Technician to manage the correct and timely ordering of all necessary medicines, supplies and equipment for the assigned health activities, ensuring minimum stocks are maintained and items are distributed correctly
- Work closely with the Pharmacy officer and the County Health Technician to monitor rational prescription of drugs, monthly consumption correlated to morbidity data, to ensure that Pharmacy management is done according to international standards.

Communication & Coordination

- Represent the organization at relevant meetings involving local authorities, implementing partners and other NGOs when called upon to do so.
- Develop and maintain appropriate, regular, transparent and supportive communication structures with the health team, in-county health managers and advisors and other relevant stakeholders (e.g. beneficiaries, CHD/MoH officials, UN agencies and other NGOs).
- Coordinate with MHPSS team in the office and health facilities in order to ensure integration of both programs.

Other tasks

- Participation in Health program assessments/service mapping, where and when necessary.
- Keep health Manager informed on any issues related to Logistic needs for the medical teams in the supported health facilities
- Supporting operational organization of Health facility trips and MdM programs/activities
- Translate verbally and by written when necessary.
- Participate in internal meetings.
- Any other related organizational tasks as assigned by supervisor/line manager.

REQUIRED QUALIFICATIONS





- Inspect regularly the condition of the health facility that MdM is using or supporting and suggest a rehabilitation or construction when needed.
- Ensure all construction and rehabilitation process are followed during any construction or rehabilitation and shared with the logistics coordinator for technical validation.
- Follow closely with the contractors the implementation of the rehabilitation and construction are in line with the contract signed.

Equipment and ICT

- Ensure all MdM staff are well equipped with the necessary equipment (computer, phone etc) and are in a good condition.
- Work closely with the logistics assistant to record all MdM equipment list and ensure a good maintenance follow up.
- Update all the projects computers software, such as (Anti-virus, office package) and ensure the data backup done on time.
- Inform immediately the project manager and Logistics coordinator in case of any damage, bad management or loss of MdM equipment.

Emergencies

- Participate in any new emergency intervention or exploratory mission in the project area and take direct lead for the logistics related activity and needs definition.

Report

- Ensure sending incidents report for any security breach or loss of any MdM equipment.
- Share the weekly MR follow up and the monthly logistics report to the Field Coordinator and the Logistic Coordinator.

REQUIRED QUALIFICATIONS

Academic background: University degree, diploma or a certificate in logistics

Desirable: Operation logistics and supply chain management

REQUIREMENTS

Language requirements: High level of spoken and written English. Dinka is desirable.

Computer requirements: Office pack user level. Good command of Excel is mandatory.

EXPERIENCE

-The successful candidate must have at least two years professional experience in logistics and supply chain management in an international NGO.

-Previous work in emergency responses in similar contexts and experience with humanitarian donors such as UN agencies, SSHF, DFID, USAID, and ECHO will be considered an asset.

COMPETENCE PROFILE

- Ability to classify and manage priorities; meet deadlines
- High level of autonomy
- Organizational skills and rigor
- Proven capacity for personnel leadership and management
- Understanding and adherence to humanitarian principle
- Strong commitment to the organization and its values
- Strong ability to work well within a team and excellent leadership skills
- Ability to work in a challenging and rapidly changing environment

AVAILABILITY

As soon as possible.





AVAILABILITY

Incorporation date: immediately.
Availability for 3 months (extension possible).

HOW TO APPLY

All qualified candidates are invited to send their application consisting of **CV and motivation letter** before 15 March to hr.ss@medicosdelmundo.org.

Please note:

Médicos del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and / or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of a functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition.

Recruitment processes are open to all qualified candidates and MdM does not charge fees to applicants at any stage.

Approved by Labour Office
Ban, Jonglei State

