



**Norwegian People's Aid**

South Sudan

50.H3

29 SEP 2022

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## **Advertisement For Logistics Officer-Fangak**

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response. NPA wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Logistics Officer** to be based in **Fangak/Canal-Pigi**. The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performances.

### **Purpose of the Position:**

The Logistics Officer has the responsibility for the management of logistics functions at NPA Old Fangak and New Fangak offices. S/he may be deployed to any other field office within NPA South Sudan, as it may be required.

The Logistics Officer shall work closely with his/her direct line manager i.e. Head of Sub Office in Old Fangak. For all technical matters s/he will report to the Logistics & Safety Manager and will coordinate with NPA Juba Logistics team. S/he will coordinate with program teams and other support team members as necessary.

S/he will ensure that NPA assets and equipment in the offices under his/her responsibility are well managed. Logistics activities are carried out in an efficient and cost-effective manner.

The position is also responsible for supporting the team on safety/security aspects and will line manage drivers, guards and other logistics staff in Old Fangak and New Fangak, as may be reporting to this position.

### **Duties and Responsibilities:**

#### **1.1 Implement Logistics Plan**

- Facilitate the implementation of projects by effective logistics planning & support.
- Implement NPA logistics policies & procedures and ensure the compliance of the same.

#### **1.2 Facilitate the procurement activities at the field-office/s**

- Ascertain the procurement needs of the projects and coordinate with Juba logistics team.
- Process the Purchase Request (PR) from the departments in conformity with NPA policies. Coordinate with Juba logistics on procurements, as needed.
- Carry out procurement locally as per approval limits and in compliance with NPA procurement procedures

#### **1.3 Assets & Inventory**

- Ensure all assets and inventory (TDI) are recorded as per NPA requirements and reports are shared with Juba office as per deadlines.
- Arrange for repairs & maintenance of assets as per maintenance schedule.



#### 1.4 Fleet Management

- Develop weekly fleet movement plans in coordination with the Team Leader & programs team.
- NPA Boats are well maintained. Logbooks are filled and all records, documents are available in the file.
- All Boats have life jackets, first aid and other necessary equipments for safe operations.
- Fuel records are up to date and fuel stock is safe & secure.
- Repairs & maintenance of all boats and generator are carried out in a planned manner.
- Line management support to Boat drivers is provided and coordinate with Juba Fleet Officer on matters related to fleet management.

#### 1.5 Reporting

- Provide regular and timely updates on progress and challenges to HoSO and the Logistics & Safety Manager.
- Complete monthly logistics report/s & share with concerned logistics team members in Juba office.

#### 1.6 External Relations

- Support, facilitate or undertake communication and liaison activities to actively consult and involve key stakeholders.
- Participate in coordination meetings related to logistics, Logistics Cluster that are conducted at field level.
- Cultivate good relations with key humanitarian actors – including local government authorities.

#### 2.1 Human Resources

- Provide leadership, advice and support to NPA logistics staff in Old Fangak & New Fangak under his/her line management and ensure that NPA's principles and core values are observed at all times.
- Set performance objectives for staff under line management and monitor performance.
- Ensure positive staff management, including proactive staff capacity building and ensuring performance reviews are conducted as per NPA HR policy.

#### 2.2 Field Level Operations

- Coordinate with Juba office on matters related to logistics, fleet, IT support or office equipment management
- Ensure NPA Code of Conduct, Anti-Corruption Policy, safeguarding policy is well understood by staff under his/her line management and incidents of non-compliance are being reported in time

#### 2.3 Safety and Security

- Necessary safety equipment, fire extinguishers, first aid box, fence, security lights, barbed wires, perimeter fence are in good condition.
- Repairs & maintenance are carried out with support from HoSO and Team Leader/s.
- Base HF Radio remains in working condition and regular communication with NPA Juba office happens.
- Security guards are carrying out their tasks properly and no unauthorized access takes place.
- Perimeter security lights are working and guards are carrying out their duties properly.
- Implement and follow NPA South Sudan security procedures, and ensure that timely reporting



on security matters occurs to the appropriate channels.

#### Other duties

- Maintain office stock of consumables and project supplies. Share information with HoSO / TL & POs.
- Communicate with and maintain positive relationships with NPA partners, suppliers. Maintain the cleanliness and organization

- **Any other duties that may be requested and assigned by the supervisor**

#### Desired Qualifications/Skills/Experience:

Must have:

- Bachelor's degree in Procurement and Logistics, Business Administration OR any other relevant field.
- At least 5 years' experience in relief /humanitarian and developmental work.
- Relevant Experience (at least 3 years) in a similar role
- HF/VHF Radio handling and usage.
- VSAT, Thuraya and other satellite communication experience/skills.
- Technical knowledge/skills related to Boats/ fleet/ Generators/ Solar system.
- Computer literacy skills – MS Office applications, word, excel, PowerPoint, Spread sheets etc.
- Good communication (written and verbal) skills in English.  
Strong interpersonal and excellent organizational skills

#### Personal Competencies:

- Good communication-, networking- and interpersonal skills
- Ability and readiness to work under pressure and deal with difficult and complex conditions
- Ability and willingness to work and live under difficult circumstances
- Good at multi-tasking
- Analytical, systematic and structured
- Strong moral values

#### Additional Consideration:

The Logistics Officer is to abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organisation in a loyal and responsible manner

**NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.**

Qualified female candidates are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: [recruitment-rss@npaid.org](mailto:recruitment-rss@npaid.org)  
Hard copy application and CV/Resume can also be delivered to the NPA South Sudan Head Office, Martyrs Street (opposite UNICEF) Juba Office and NPA Fangak Office.

**Applications submitted after 12:00 noon on 19<sup>th</sup> October 2022, will not be considered.**

Submitted copies of academic transcripts will NOT be returned to the applicant.  
Only Shortlisted candidates will be contacted.

