



ACTED

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Approved
Labour
State

July 2023



Terms of Reference

Area Senior Logistics Officer - Maban

Position: **Area Senior Logistics Officer (URGENTLY NEEDED)**

Location: **Maban**

Duration: **5 Months**

Date of Issue: **14th July-2023**

Date of Closure: **02nd Aug-2023**

1. Background ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

In South Sudan, ACTED intervenes since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Equatoria regions on following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change

2. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

The Area senior Logistics Officer will be based in Maban and will supervise the logistics team. He/she will be responsible for stock & asset management, transport & fuel management, management of communication system, and maintenance of property equipment within ACTED area.

He/she ensures that national legislation is adhered to, and that the country specific standards and rules are applied in the aim of protecting ACTED interests and ensuring efficient use of resources.

CHAIN OF COMMAND

WORKING RELATIONS



<p><u>Under the authority of:</u></p> <ul style="list-style-type: none"> • Deputy Area Coordinator in charge of FLATS. <p><u>Line Management:</u></p> <ul style="list-style-type: none"> • Warehouse officer. • Fleet assistant • Storekeepers 	<p><u>Internal:</u></p> <ul style="list-style-type: none"> • Area Coordinator • Country logistics manager • Area Senior finance Officer • Area senior Procurement officer • Area security Officer • Area Administration and Human Resource • PMs • Country Support Office (Finance, Logistics, HR & Finance) <p><u>External:</u></p> <ul style="list-style-type: none"> - Beneficiaries - Relevant national and local stakeholders at the field - National and international partner organisations
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OBJECTIVES

To ensure the project is implemented in a timely and Professional manner, according to objectives, goals and indicators, in line with donor requirement and based on beneficiary needs.

DUTIES AND RESPONSIBILITIES**1. Logistical Management****1.1 Logistical management of Mission premises:**

- a) Oversee the constructions, furnishings, or rehabilitation of premises (offices bases and guesthouses).

1.2 Provision and replenishing of office supplies:

- a) Identify needs in stationery and office supplies.
b) Establish a follow-up procedure for the stationery store.
c) Undertake purchases and storage of supplies.

1.3 Financial Management:

- a) Working closely with the deputy area coordinator on the expenses for the logistic department.
b) Provide documentary justification of expenses to the Area and, or Country Finance Department.

2. Follow up of Procurement Procedures, conforming to procurement guidelines

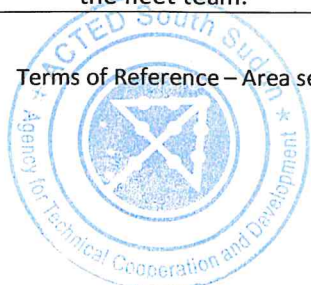
- a) Working closely with the area senior procurement officer while developing Procurement plan & waivers as per Program and Base needs in reference to the OFs for project implementation.
b) Ensuring that Procurement Memos, waivers, and deliveries of Project /Program deliveries with Capital Office are in line with the FLATS procedures.

2.1 Management of Stocks and Supplies:

- a) Identify warehouses for storages, ensure premises are furnished and made secure for use.
b) Establish tools for stock management.
c) Undertake periodic inventories.
d) Oversee the management of stock movements and stock inventories for program and base activities.

3. Management of the Fleet, Transportation, and fuel management**3.1 Management of the Fleet:**

- a) Oversee the allocation and daily availability of vehicles or available fleet as per the program needs and as per available fleet.
b) Establish tools for vehicles follow-up: logbooks, technical check-ups etc.
c) Ensure the maintenance of and undertake a monthly inventory of the vehicle pool.
d) Calculate and check the monthly cost of each vehicle (fuel consumption, repairs) in collaboration with the fleet team.



3.2 Transportation and Fuel management:

- a) Oversee the Identify companies for the transportation of stock, loading and offloading, etc.
- b) Consolidating of Fuel consumption for fleet and assets (generators) and reporting timely as required.
- c) Ensure administrative and custom requirements are adhered to.

4. Management of Technical Equipment's

4.1 Management of the IT Network:

- a) Organise the installation of computing hardware and software (computers, printers, scanners, photocopiers, Network systems).
- b) In collaboration with Capital Office, identify suppliers of Internet access and negotiate service contracts where applicable.
- c) Ensure back-ups of information and files are kept on the server where applicable or any other storage centres.
- d) Ensure the maintenance and undertake a regular inventory of IT equipment.

4.2 Management of Communication equipment:

- a) Organise the installation of communication equipment: telephones, HF and VHF radios.
- b) Train staff in the use of such equipment where necessary
- c) Ensure the maintenance is undertaken in collaboration with service providers (where necessary) and Capital office.
- d) Track the monthly communication cost of each base (telephones, e-mail, Internet), in coordination with the Coordination.

4.3 Management of Power supplies equipment:

- a) Organise and oversee the installation of equipment: generators, solar panels etc in the specific base and other locations where necessary.
- b) Ensure regular maintenance and undertake inventory of equipment as required.

5. Department Follow-up

5.1 Team leadership:

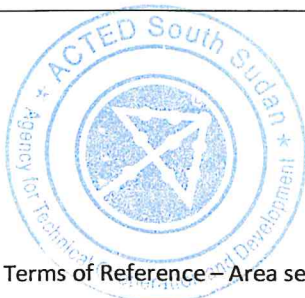
- a) Update the organogram and ToRs of the logistics unit according to the mission development and sharing it with HR.
- b) Oversee the team and undertake appraisals of directly supervised colleagues.
- c) Ensure training and capacity building for logistics team members to increase the level of technical ability and skills within the department.

5.2 Internal Procedures and Information Flows.

- a) Develop relevant management procedures within the team.
- b) Improve information flows within the department and with other departments and projects.
- c) Ensure a smooth and consistent communication between Maban and the support bases of Juba - Centralisation of all communications in relation with logistics between Maban and the other bases.

6. Security

- a) In collaboration with Area Security Officer and Coordination, support in the monitoring of local security situation and reporting in case of any concern.



How to Apply

- To apply, please submit a copy of your resume/CV clearly detailing all prior experience in the position advertised, roles and responsibilities for the position, and your personal outcome/achievements while in each position. This should be written in English, and may be typed or handwritten.
- Please submit a cover page detailing your name, nationality, gender, level of education, location of residence, availability, and why you are interested in this position.
- Submit the above two documents to the Acted Maban Office (Doro), Juma.John@acted.org, Or Acted Country Office (Juba) at Hai-Cinema Behind Concord Hotel or via email to ssd.recruitment@acted.org, no later than **02nd Aug 2023**. Please write the recruitment reference on any documents.

A detailed review of all applications will be conducted. Those who are meet the requirements shall be contacted, will be contacted for a written test. Those who pass the technical test will be called back for an oral interview.

