



JOB VACANCY

Job Title: Logistics Intern

Organization: Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance

Job Location: Juba, South Sudan

Posting date: 14th March 2023

Closing date: 31st March 2023



Job Responsibilities and Accountabilities

Overall job purpose

The Logistics Intern will support Logistics department in providing logistical support to programs and other Departments in the Juba while ensuring compliance to donor, organizational policies and procedure for effective program delivery. H/She will receive relevant training in the areas of procurements, asset management, warehouse, inventory management, facilities and fleet management in close collaboration with the program teams and Logistics.

Duties and Responsibilities

Operations and Logistics management (80%):

- Implement logistics functions in accordance to Johanniter and donor guidelines while ensuring strict adherence by program and support staff
- Engage with program staff to provide timely delivery of logistics support to programs department.
- Support Logistics Assistant in processing procurement request in a timely manner while ensuring completeness, accuracy, and regular follow up in collaboration with program and finance department
- Support Logistics Assistant in executing purchasing functions for goods, services and works of the right quality in the right quantities at the right price delivered to the right place at the right time
- Actively participate in receiving, verification of goods/services, clearly documenting and maintain an up-to-date procurement tracker
- Maintain accurate filing systems, with documented and supported records of logistics transactions for audit purposes both manually and electronically.
- Support with documentation for allocation of assets, tracking, labelling and maintenance.
- Support with proper record keeping for warehousing and issuing of inventory, physical inventory checks, storage conditions monitoring and other warehouse related activities

Other (20%):

- Perform any other duties and tasks as maybe assigned by the Procurement Officer.
- Actively participate in capacity building activities to improve own capabilities when called upon



Professional Qualification and Experience;

- A Fresh Graduate with a Degree or a Diploma from a recognized University or Institution, in the field of Logistics, Procurement and Supply Chain Management.

Skills;

- Remains productive even when under pressure and take initiative for own learning
- Works collaboratively with team members to achieve results
- Relates and works well with people of different cultures, gender and backgrounds
- Good communication skills
- knowledge of English (spoken and written) and a functional Arabic is a plus
- Basic knowledge of computer use, MS Word, MS Excel, internet required.
- A South Sudan national **preferably females** are encouraged to apply



This position is open to south Sudanese Nationals with all National Documents.

How to apply:

Please Hand deliver your updated CV, Motivation Letter and certificates to Johanniter Juba Office Located in Kololo Opposite the American Embassy Next To NRC office not later than 31st March 2023 by 5:00pm South Sudan Standard time.

Please Indicate the title of the position you are applying for on the Envelope and only shortlisted Candidates will be contacted for the interview.

All Photocopies of your application/documents will remain as a property of Johanniter International Assistance.

