



31<sup>st</sup> May 2023

RE: NON-RELOCATABLE, JOB RE-ADVERTISEMENT- LOGISTIC ASSISTANT (1)

Position: Logistic Assistant
Base Location: Wau
Contract Type: <b>Fixed Term</b>
Closing date: 20 <sup>th</sup> June 2023 at 4:00 PM
Department: Logistics
Reporting to: Logistic Officer /Logistic Coordinator
Line Management Responsibilities: None
<b>PURPOSE OF DIVISION:</b> Through capacity building and through technical and Programme support, the International Programme Division keeps the organization focused on the socio-economic and humanitarian needs of vulnerable people. The division reinforces IR's implementing structure to enable these people and their communities to develop themselves sustainably, and ensures that the organization is prepared to respond promptly and effectively to humanitarian crises.  The division increases the organization's ability to tackle poverty by developing and fostering partnerships and institutional relationships effectively and proactively, and by ensuring transparent and timely reporting to the organization's donors.
<b>JOB PURPOSE:</b>  Provides logistics support to country programme with emphasis on travel, supply chain management, assets and stocks. Works closely with staff in the Finance, HR, Program and provides support in logistics matters.

## SCOPE AND AUTHORITY

### Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The Logistics Assistant promotes the effective use of Logistics policies.



**MAIN OFFICE**  
IR.SS. Along Unity Road  
Plot No.54, Block B-xvi  
Hai. Cinema, P.O Box 353

**WAU OFFICE**  
Hai Darajat  
Tel: 0916287894  
0929732333

**WARRAP OFFICE**  
Along the Warrap - Akop Road  
Tel: 0920522368



Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
RRC Reg No.051



Responsibility for Resources: None but may monitor assets and their movements in consultation with the Logistics Officer.

### KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

#### **Procurement plans**

- Assist in ensuring that procurement plans as submitted by the program teams are executed according to schedule.

#### **Support to requestors**

- Providing daily support or guidance on procurement issues to the program staff with the objective of complying with IRSS and donors' standard procurement procedure,
- Advise the program teams on specifications and other key aspects of the PR including aspects like delivery schedules, and market status.

#### **Procurement process**

- Assist in issuing Bid Application forms and receiving completed bid applications.
- Assist in supervising the preparation of RFQs and other solicitation documents completed with enough specifications and other required information.
- Assist in getting daily accountabilities and following up on incomplete documents to ensure compliance with the schedules.

#### **Evaluations, awards and delivery activities**

- Assist in following up on post quotation and pre-award activities to ensure that timely, quality decisions are made.
- Assist Logistics Coordinator in ensuring that all vendors are paid on time.

#### **Vendors' management**

- Assist in routine service providers/ supplier's data base update, and update blacklisted vendor's register.
- Assist in providing feedback to all vendors who lost in the bidding process

#### **Fleet Management**

- Ensure accurate log sheet register and update.
- Assist in ensuring that the records are professionally kept and are up to date.

#### **Store Management**

- Assist in ensuring that procured stocks are received, registered, and dispatched in an efficient and accountable manner.
- Assist in ensuring that an accurate filing system is maintained in the warehouse.
- Assist in ensuring that stock checks are carried out timely in the warehouse.

#### **Asset Management**

- Assist in issuing assets and inventory management.

#### **Asset Management**



- Assist in ensuring all IRSS Assets are accounted for at all times by conducting physical verification spot-checks.

### **Safety and Security**

- Assist in prioritizing the security of materials and assets through daily inspection of all locks / access points in storage areas; report any conditions needing improvement immediately and lead the take responsibility for completing the improvements with management support.
- Assist Warehouse Officer on physical safety and security of Islamic Relief Warehouses and ensuring compliance to guidelines and resolution of insufficient measures in place.

### **Reporting**

- Assist Warehouse Officer on reports to accurately reflect all movement in and out of Wau stores and 'as-of xxx date' status
- Assist Logistics Officer on Fixed Asset Register update to Logistics Coordinator
- Assist Logistics Officer on Spot Checks – 1 each for Assets and Warehouses
- Update and report fuel usage for both generator and IRSS vehicle on monthly basis.

### **Human resource management**

- File staff documents in staff personal file in field (copy of staff contracts, casual worker contracts, etc)
- Track and share signed staff leave in field with field coordinator and HR department Juba
- Track and share signed time sheets with field coordinator and HR department Juba
- Advertise jobs in the field
- Help in recruitment process in field.

### **Emergency Response**

- Provide support to program team during emergency situation while rapid Emergency Response Team (RERT) will be in place considering CHS.

### PERSON SPECIFICATION

#### ESSENTIAL

#### **Qualifications**

- Diploma in management Procurement and Logistics Management, business or related.

#### **Experience**

- 1-2 years' experience working in a similar role in an related field or NGO

#### **Skills**

- Knowledge and understanding of Logistics, particularly in NGOs or related field
- Attention to detail
- Intermediate IT skills, particularly in Excel and online software
- Competent written and spoken English





- Committed to Islamic Relief Worldwide values and code of conduct
- Willing and able to travel for up to 30% of role
- Sensitivity to cultural differences
- Language skills in Arabic

**How to Apply:**

Interested candidates should submit their applications letter briefly describing a motivation letter for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to [IRSS.Recruitment@islamic-relief.com.ss](mailto:IRSS.Recruitment@islamic-relief.com.ss) or hand delivery to Islamic Relief South Sudan Wau Office, not later than the deadline of **20<sup>th</sup> June 2023 at 4.00 p.m. local time.**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to longlist applications prior to the closing date.

*Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative*

