



## Vacancy Announcement

### Logistics Officer – (1 Position)

Location: (Juba)



ICAP at Columbia University seeks highly qualified and experienced candidate to fill the position of **Logistics Officer** to be based in Juba, South Sudan. The position is for a period of 6 months subject to renewal on availability of funding and very good performance.

ICAP at Columbia University, is a global health leader situated within the Columbia University Mailman School of Public Health in New York City. ICAP's global team supports programs and research that address major health issues, HIV, Covid -19 response, malaria, tuberculosis, maternal and child health and non-communicable diseases. Headquartered at Columbia University's Mailman School of Public Health in New York City, has offices in over 20 countries. Our multidisciplinary team includes staff with technical, clinical, implementation, research, operations, program, and financial management expertise.

ICAP ensures the wellness of families and communities by strengthening health systems around the world.

ICAP South Sudan, ICAP through funding from United States Center for Disease Control and Prevention (CDC)/President's Emergency Plan for AIDS Relief Emergency (PEPFAR) is supporting South Sudan's national HIV response since December 2012. Despite significant progress in the HIV/AIDS program, the progress on HIV case finding at ICAP supported facilities remains below the set target. HTS optimization and improving coverage of testing among individuals at high risk of HIV exposure including index contacts is required.

The **Logistics Officer** Under the direct supervision of Director of Admin & Finance and in close collaboration with Snr Procurement Officer and as well as Program Assistants and Technical team in country, the incumbent is responsible for assisting the implementation of day-to-day administrative, logistics related activities supporting in achieving programmatic goals of ICAP in South Sudan in accordance with ICAP and Donor policies and procedures.

The **Logistics Officer** under the direct supervision of the **Director of Admin & Finance** will.

- Integrate logistics and support plans especially regarding vehicle/motorbike management.
- Develops and implements methodologies and tools to enable effective execution of logistic plans.
- Formulate Country specific Standard Operating Procedures for Logistics in line with ICAP Global Procurement policy.
- Manages logistics operations especially flight booking within the country.
- Ensures timely, accountable, and cost-effective delivery of cargoes and personnel.
- Coordinates inputs with regards to supply chain management and service delivery.
- Ensures that logistics requirements take account of gender-specific needs.
- Coordinates uniformed capabilities logistics activities with procurement, finance, human resources, policy, and other substantive units.

- Follows up on legal and financial aspects.
- Develops and implements logistics support policy, procedures, and methodologies to the common benefit of all functional units.
- Prepares reports on operational logistics issues.
- Identifies plans and manages special logistics operations.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Prepares contingency plans and logistics preparedness reviews.
- Performs other related duties as required.

**ICAP is looking for a candidate with the below required skills & experiences:**

- Bachelor's degree in Procurement and Logistics or any related field.
- MBA is preferred.
- Certification in the same field is highly required.
- At least five (5) years' experience in an international NGO
- Ability to work independently to meet set deadlines.
- Capacity to analyze situations and be open to innovation.
- Be fluent and proficient in English.
- Ability to prioritize tasks.
- Ability to work in a multicultural environment.
- Prompt and efficient with minimal absences
- Exhibits a positive and professional demeanor in and outside of the workplace that exemplifies and furthers the mission, vision, and values of the program.
- Travel to field sites as required.
- Must be a South Sudanese National. A copy of national ID or passport should be attached to the CV.



**How to apply:**

**Note:** This is a local hire position, and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package.

Please forward your Cover letter and CV to ICAP. Indicate the Position you are applying for as "**Logistics Officer**" in the subject line of your application.

Click [our online portal](https://icap.dc4.pageuppeople.com/v5.3/provider/manageJobs/editJob.asp) to apply

**Application Deadline is March 28, 2023.**

**Note: No hard copy or hand delivery applications will be allowed, since the position needs a supercomputer user.**

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