



FAUNA & FLORA
INTERNATIONAL

JOB ADVERTISEMENT

Job Title:	Logistics Officer
Location:	Yambio, South Sudan
Start Date:	As soon as possible
Duration of Contract:	One-year Fixed-term contract
Reports to:	Operations Manager
Application Due Date:	Monday, 30 May 2022



Working closely with the Operations Manager, the Logistics Officer will support the implementation of operations and the development of systems for the Yambio office and Western Equatoria field sites. The Logistics Officer will work closely with all members of the Yambio team to execute programme activities safely, efficiently and cost-effectively.

Specific Duties:

Under the line-management of and in collaboration with the OM and working with the relevant project teams, the Logistics Officer will have the following responsibilities.

Procurement

- Develop procurement plans and timelines in line with programme activities and donor expectations, working in close collaboration with technical staff
- Ensure that all procurement for the programme is completed in an efficient and timely manner and in compliance with FFI's global policies and procedures and any national policies and procedures
- Processing of all local payments in a timely manner ensuring to verify that all paperwork / documentation is complete and duly authorised before submitting for payment
- Process Quotation Requests and identify potential local sources of goods and services
- Assist in developing procurement tracking and establish system to maintain all logistics records, including an effective filing system for storing procurement documentation to enable tracking and auditing
- Assist with coordinating shipping/trucking/freighting and delivery arrangements of purchased commodities and equipment from Juba to Yambio and/ or onto sites

Goods and Stock Management

- Identify warehousing requirements and arrange physical facilities for storage at Yambio compound and project sites
- Assist with establishing and maintaining a stock inventory management system, including stock control and detailed receipt/dispatch records; provide reconciled stock reports;
- Maintaining accurate balances on stocks
- Ensure documentation and reporting of losses / damages. Oversee reconstitution of damaged goods and arrange destruction of infested and damaged items
- Assist in carrying out stocks and asset inventories on regular basis and enter into the standard inventory sheet format
- Prepare waybills, release notes, asset movements whenever items are dispatched and good received notes when items are received
- Ensure effective and timely release /dispatch of goods to project sites
- Ensure the safety and preventive measures are in place to so the goods and stocks in warehouses are not compromised either through damage, infestation, and expiry or lost through theft.

Fleet/ Fuel

- On instruction, drive FFI vehicles for FFI programme activities in Yambio and to field sites, in adherence to all national traffic rules and regulations and FFI policy
- Assist in the tracking of maintenance of fleet in Yambio and ensure each vehicle is in good working condition and serviced accordingly
- Assist in the review of recommend/ requested spare parts of vehicles during maintenance
- Develop fuel tracker for each vehicle

Logistics/ Technical Support

- Assist with all aspects of logistical support in accordance to donor guidelines
- Assist with documenting allocation of assets and ensuring that they are tracked, labelled operated in the most cost-efficient manner, and maintained appropriately
- Advise the OM and LM of significant logistics issues affecting programme implementation regarding delivery and storage of project goods and equipment
- Assist in building logistics and operations systems and tracking documents;
- Visit field sites as required for the delivery of the responsibilities defined above. This will require some working outside of normal hours
- Ensure that field operations are conducted to a high standard of health, safety, welfare, environmental good practice and cultural sensitivity, in line with FFI global policies and procedures and any national policies and procedures
- Assist in the overall safety and security of the FFI Compound in Yambio, including ensuring exits are locked and keys are secure

Other

- With agreement of the Operations Manager, perform any other tasks that may be requested from time to time, which are appropriate to the role skills and experience, and relevant to the scope of this role

Qualifications:

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Excellent operational management skills, that are mindful of practicability• Strong problem-solving skills• Strong verbal communication, networking and interpersonal skills, with ability and confidence to interact, negotiate and persuade at all levels• Excellent prioritisation, attention to detail and time management skills• Fluency in English (written and spoken)• Advanced skills in Microsoft Office including Outlook and Excel	<ul style="list-style-type: none">• Fluency in Azande desirable
Knowledge and experience	<ul style="list-style-type: none">• Relevant Diploma in Logistics/ Supply Chain Management OR University Degree in Logistics or Supply Chain management and/or appropriate equivalent qualification and/ or 5 years of relevant Logistics experience	<ul style="list-style-type: none">• Experience of contributing to the development of a project budget• Successful experience of monitoring, disseminating and sharing security information with a range of stakeholders.





	<ul style="list-style-type: none"> • Practical experience working in logistics management, procurement, administration, asset management in NGO work • Experience in process management; logistics planning; procurement • Successful experience in vehicle and fleet management to meet the requirements of the programme. 	
Behavioural Qualities	<ul style="list-style-type: none"> • Commitment to FFI's values and mission • Self-motivated, independent and resourceful • Team player, with ability to seek out views of others and build positive working relationships • Confident in managing work in remote settings • Ability to work under pressure and to deal with challenges in a positive and constructive way • Commitment to working in a collaborative manner, sharing information and learning • Ability to work within a multi-cultural environment 	
Other	<ul style="list-style-type: none"> • Pre-existing right to work in South Sudan • Significant experience driving a manual-shift vehicle, and willingness to drive in South Sudan • Ability to travel regularly through Western Equatoria State 	

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to Rachel.Belkin@fauna-flora.org

Hard copies of application can be dropped off in Yambio (FFI Compound, Masia).

Please mark your application '**Logistics Officer**'.

The closing date for applications is **Monday, 30 May 2022**.