



NON AIUTATECI PER CARITÀ

COUNTRY PROCUREMENT AND LOGISTICS COORDINATOR- SOUTH SUDAN

Ong:	Amref Health Africa – Comitato Collaborazione Medica Foundation
Location:	Juba with regular monitoring mission in the country - South Sudan
Contract duration:	12 months, renewable
Start date of contract:	ASAP
Closing date for applications:	27 th March 2022

In December 2020, Amref Health Africa Italy and Comitato Collaborazione Medica (CCM) have merged in the Foundation Amref Health Africa – Comitato Collaborazione Medica (AHA-CCM), aimed at enhancing the impact and effectiveness of the interventions carried out by both, in Africa and in Italy. The Foundation builds upon the experience and expertise of the two health organizations that, for over 50 years, have been protecting and promoting the right to health with a global approach, to guarantee universal access to health services, with no disregard to people living in the most remote areas of Africa.

The AHA-CCM Foundation targets the poorest people in the world, operating in fragile and marginalized contexts, actively involving populations, local staff, and public health systems, with the aim of achieving long-term improvements and having in mind a single vision: a world in which health is a universally recognized right, exercised, and guaranteed in a fair and long-lasting way.

The Foundation is already registered in South Sudan where, building on the previous experience of CCM, it is now conducting several interventions in the country. AHA-CCM is currently leading agency for 2 HPF lots (19 and 6) in supporting local health institutions to manage: a) 2 Hospitals and 21 among Primary Health Care Centers (PHCCs) and Primary Health Care Units (PHCUs) in 2 counties in Warrap State; and 1 Hospital and 44 among PHCCs and PHCUs in Kapoeta North, East and South. This in order to improve primary and secondary health care services and contribute to meet the MoH priority targets, according to the national health strategies. AHA-CCM is also responsible for the management of the Mother Teresa Hospital in Turalei (Twic County) within Lot 18.

Finally, AHA-CCM is also the leading agency for UNICEF in Greater Tonj focusing on the treatment of SAM and MAM as well as for the Target Supplementary Feeding Programme for WFP.

Additionally, the current political situation of South Sudan has recently determined a high number of IDPs and refugees. Amref-CCM is committed to (i) ensure the emergency response to the current humanitarian crisis; and (ii) preserve the already fragile health system from a possible deterioration and collapse due to the humanitarian crisis.

For further information on the organization, please visit the website at www.amref.it

Duties and Responsibilities

Aims and general characteristics

- The Country Procurement and Logistic Coordinator (CPLC) implements the procurement and logistic processes for the Organization in the Country, collaborating effectively with the Program

ROMA

Sede centrale
Via degli Scialoja, 3
00196 Roma
T 06 99704650

MILANO

c/o CIAI
Via Bordighera, 6
20142 Milano
T 02 54107566

TORINO

Via Ciriè, 32/E
10152 Torino
T 011 6602793

PADOVA

Via Citolo da Perugia, 35
35138 Padova
T 380 7985080

PISA

Via Garibaldi, 33
56124 Pisa
T 380 7980033

NUMERO VERDE

800.282.960
info@amref.it
www.amref.it

Coordinators, the Administration, and all logistic staff. The CPLC reports directly to the Country Representative (CR).

- The CPLC coordinates and directly supervises the logistic staff members based at Juba office
- The CPLC is also in charge of team/individual capacity building of logistics staff members through specific training in stock management, fleet management and basic vehicle maintenance.
- The CPLC is based at Juba office. Expected frequent missions to the field

Main Responsibilities

As Country Procurement

- Ensures a proper AHA-CCM and Donors procurement procedures' implementation, from purchasing form to selection of suppliers.
- Supports the Project Coordinator to prepare procurement plans and quarterly reports for all budgets.
- According to the HQ authorized operational and financial plans, supports the Project Coordinators and Officers to prepare purchasing requisitions and tender dossiers timely. Also dispatches them to the potential suppliers following the technical requirements and procurement terms and conditions
- Keeps updated the list of suppliers for goods and services required by the organisation based on performances quality delivered
- Supports the Project Coordinators and the Office Managers to write contracts with suppliers to protect AHA-CCM interests and position, and to negotiate the best value for money
- Undertakes market surveys on a regular base to obtain prices and competitive costs for service
- Ensures to support the Project Coordinators in new suppliers' research

As Logistics

Drivers and Vehicles

- Plans and monitors the vehicles fleet, ensuring optimal use, in coordination with Project Coordinators and the Country Representative.
- Supervises maintenance and repair vehicles in the country level and on the field
- Supervises requested reports (logbook with kilometric analysis, costs of maintenance, cost per km, etc...)
- Ensures National Laws regarding vehicles' use has been respected

Customs clearance and shipment of goods to and from the country

- Organises air and land shipment to all locations as requested by Country Representative and Project Coordinators
- Prepares documents needed for shipment and delivery (packing list, waybills, delivery notes, goods receiving notes, customs notes)
- Organises and follows-up shipments

ROMA

Sede centrale
Via degli Scialoja, 3
00196 Roma
T 06 99704650

MILANO

c/o CIAI
Via Bordighera, 6
20142 Milano
T 02 54107566

TORINO

Via Ciriè, 32/E
10152 Torino
T 011 6602793

PADOVA

Via Citolo da Perugia, 35
35138 Padova
T 380 7985080

PISA

Via Garibaldi, 33
56124 Pisa
T 380 7980033

NUMERO VERDE

800.282.960
info@amref.it
www.amref.it

- Oversees custom clearance

Management of warehouses, facilities and appliances

- Manages facilities and appliances at Juba AHA-CCM office
- Ensures all devices (e.g. phones, radios, e-mail etc.) are working properly to ensure the communication system, respecting also radio license regulation.
- Supervises and supports staff members on facilities and appliances management (e.g. providing information on maintenance)
- Manages warehouses with the fully logistics staff members collaboration
- Prepares accurate and up-to-date inventories of all AHA-CCM equipment and goods at Juba office according to the procedures and requirements set by the Administration Department (both for internal and for donor use).
- Ensures quality checks and control on all items/services purchase by AHA-CCM SSD.
- Assurances the safety of goods and properties belonged to AHA-CCM at country level and adopts the procedures defined for the different places and projects
- Supports staff members buildings' supervision
- Coordinates and ensures the maintenance and repair of all generators, communication equipment and IT equipment

Staff management

- Supervises and manages operators, logistic personnel in the country and field offices, including regular visits
- Monitors staff members tasks and duties
- Organises regular meetings.
- Organises and coordinates staff members transportation in the Country for work and R&R/leaving purposes

Other

- Maintains documents concerning logistical matters well filed
- Verifies and improves logistics and procurement procedures in the Country in cooperation with the HQs (tools, information systems, etc.)
- In collaboration with CA and CR., ensures the security guidelines are set up and regularly updated
- Responds for every logistical aspect regarding the security management (fences, vehicles, security training/brief of staff, guards, and security services)
- Is available to offer support during deadlines and critical assignments, when requested by the management and CA.

ROMA

Sede centrale
Via degli Scialoja, 3
00196 Roma
T 06 99704650

MILANO

c/o CIAI
Via Bordighera, 6
20142 Milano
T 02 54107566

TORINO

Via Ciriè, 32/E
10152 Torino
T 011 6602793

PADOVA

Via Citolo da Perugia, 35
35138 Padova
T 380 7985080

PISA

Via Garibaldi, 33
56124 Pisa
T 380 7980033

NUMERO VERDE

800.282.960
info@amref.it
www.amref.it



NON AIUTATECI PER CARITÀ

Job profile

Requirements

- Minimum 5 years of relevant work experience in Procurement and Logistics sector, within minimum two years as Coordinator
- Solid experience with large program operations
- Proven effectiveness in developing logistics policies, procedures and new programs
- Strong goal-oriented mind
- Excellent abilities to plan, organize and coordinate your tasks with positive and proactive attitude
- Proven abilities to work under pressure, in remote areas and long hours, when requested
- Excellent negotiation and communication skills
- Excellent in timekeeping, meeting deadlines and working with
- Proficiency in Microsoft Office
- Demonstrated ability to work in a multi-disciplinary team
- Fluency in both written and spoken English

Desirable requirements

- Relevant academic background: Logistics, Procurement, or similar studies
- Experience in low security countries/areas
- Legal background for the writing of contracts
- Knowledge of Italian

How to apply

Please, email your resume with references 'details (max 3 pages) and your motivation letter (max 1 page) to pologcoordinator@amref.it

Please, to help the HR office to consider your application properly, **specify** in the email subject the vacancy title as follow **Country_Procurement_Logistics_Coordinator_SSD**

Please, note every resume will be evaluated and **only short-listed** candidates will be contacted.

ROMA

Sede centrale
Via degli Scialoja, 3
00196 Roma
T 06 99704650

MILANO

c/o CIAI
Via Bordighera, 6
20142 Milano
T 02 54107566

TORINO

Via Ciriè, 32/E
10152 Torino
T 011 6602793

PADOVA

Via Citolo da Perugia, 35
35138 Padova
T 380 7985080

PISA

Via Garibaldi, 33
56124 Pisa
T 380 7980033

NUMERO VERDE

800.282.960
info@amref.it
www.amref.it