



VACANCY ANNOUNCEMENT

Job Title:	Logistics Officer (LO)
Location:	Juba, South Sudan
Reports to:	Supply Chain Coordinator (SCC)
Posting Date:	1 July 2022
Closing Date:	22 July 2022

General Description of the Programme & GOAL

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work.

Job Purpose

Responsible for the logistical needs of the Juba office, stores and guesthouse. Ensure a conducive working environment and timely, high quality logistics support for Juba activities in accordance with GOAL and donor policies and procedures.

Duties and responsibilities

- Provide administrative support as required for any events or activities happening in Juba.

Premises Management:

- Work closely with the Safety and Security Office to ensure the safety and security of the Juba sites including working environment health and safety assessments and actions.
- Contract manager for property rental contracts in Juba ensuring compliance with all terms, liaison with landlords in accordance with the contract and timely, accurate preparation of all internal documentation for payments, reviews, and renewals.
- Liaise with the premises caretakers ensuring provision of all contracted landlord services.
- Manage all fault report systems. Ensure all faults are addressed and feedback provided.
- Work closely with security manager to ensure all premises are secure and key management policy put in place.
- Supervisor the cleaners to ensure that, the facility is cleaned enough ready for use.

Stores & Stock Management:

- Manage the Cargo and Warehouse Assistant,
- Ensure standard GOAL warehouse procedures are followed and all goods are stored in good conditions, properly tracked, and documented using the right tools,
- Ensure minimum standards are enforced in for the management of all stock with a particular focus on medical items, their management, inventory, and transportation.
- Ensure the Cargo and Warehouse Assistant maintains accurate inventory records of materials and materials flow in all warehouses,



- Support the Cargo and Warehouse Assistant in identifying obsolete and outdated items and recommend for disposal.
- Conduct monthly and annual checks as per GOAL procedures and ensure timely reporting and follow-up actions.
- Ensure that the warehouse is provided with suitable fire-fighting equipment and operational equipment for safe working
- Immediately report to the Supply Chain Coordinator any loss or damage of stock
- Support the Cargo and Warehouse Assistant in all stock movements, when necessary, support packing and preparing shipping documents for movements of stock to field sites based on approved release paperwork.
- Advise field offices on stock movement options, costs, and timelines.
- Liaise with the field for raising of PRs or FRFs for stock transfer.
- Work with the Cargo and Warehouse Assistant to raise PRs and manage transportation of supplies from warehouse to airport or other loading location as required.
- Work with the Cargo and Warehouse Assistant to book UNHAS cargo flights for field locations.
- Ensure items are packed and transferred to the airport for all approved UNHAS cargo bookings.
- Liaise with Cargo and Warehouse Assistant, customs clearance agents, freight forwarders, transport service providers to supervise loading and unloading of supplies in Juba.
- Ensure physical stock balances agree with balances on stock cards.



Reports and documentation:

- Monitor Stock Management Sheets – ensure they are updated and available to budget holders and project staff both in the field and Juba coordination office.
- Submit monthly transit stock report to supply chain Coordinator (SCC).
- Submit bi-annual 100% stock and asset reports to the supply chain Coordinator (SCC).
- Ensure all hard and electronic files are maintained as per procedures and records archived according to GOAL Archiving policy.

Juba Warehouse, stocks, inventory, and Assets:

- Based on consumption set minimum stock levels for all Juba office consumables.
- Accurately and timely raise PRs for Juba base operational needs.
- Review consumption and spend in line with budget and update forecasts.
- Identify areas for efficiencies in supply consumption and management including providing evidenced recommendations to the Supply Chain Coordinator.
- Manage all Juba inventory items ensuring tagging, recording and regular checks. Raise orders as required to repair or replace damaged items.
- Manage all Juba assets in accordance with GOAL procedures ensuring they are tagged, tracked, and recorded. Brief all new Juba staff on asset management requirements.
- Manage and supervise warehouse/asset maintenance and prepare completion reports.

Fleet:

- Manage Juba fleet use in accordance with operational needs and GOAL policies and procedures
- Request for and manage any required taxi's and rental fleet.
- Recommend actions to improve fleet management and use.
- Manage Fleet maintenance/service contracts in collaboration with supply chain Coordinator.

Flight books & Management:

- Book and manage all UNHAS and MAF flights based on approved FRFs.

- Manage UNHAS and MAF bookings, prepare account reconciliations and ensure that payments are made on a timely basis to ensure continuity of service,
- Process and purchase international flight tickets based on approved FRFs and in accordance with GOAL processes.
- Maintain the Staff Flight Tracker on SharePoint.
- Arrange pick up and drop off for staff at the airport in accordance with GOAL procedures.

Line and Technical Management:

- Manage the Cargo and Warehouse Assistant,
- Manage the Drivers in accordance with GOAL HR policies and procedures.
- Timely request and supervise any temporary, casual or daily workers in accordance with procedures.

Reporting:

- Submit weekly report to Supply Chain Coordinator.
- Submit monthly and quarterly logistics reports for Juba base to the Supply Chain Coordinator as needed.

General:

- Work as part of the team to ensure effective systems support.
- Other duties as assigned from time to time to support delivery of organisational activities.
- Be at all times professional in the workplace and follow GOAL policies and procedures
- Be active in staying up to date with GOAL policies and in learning new skills.
- Occasional travel to field offices to provide logistics support.

Behaviours

The Logistics Officer must be able to successfully multitask, work to changing priorities and be a proactive communicator in this dynamic work environment. They should appropriately adapt organisational policies into practice and facilitate compliance by all staff. The Logistics Officer will manage their tasks ensuring timely completion and appropriately request support and guidance from their manager.

Requirements (Person Specification)

Essential

- University degree / higher diploma in logistics and supply chain management professional qualification (or extensive directly related work experience).
- At least 4 years of management experience.
- Computer literate with strong skills in Microsoft Excel and Word.
- Sound numerical skills.
- Good interpersonal and communications skills.
- Good written and verbal communication in English.
- Experience in facilities management

Desirable

- Experience of providing training on organisational procedures.
- Experience in adapting organisational policies into simplified standard operating procedures.
- Able to work in Arabic and English.

Safeguarding

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.



Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL’s policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.



HOW TO APPLY

There are two ways to apply. Please only use one.

1	<p>Submit your cover letter, CV and copies of certificates in a sealed envelope with the position you are applying for stated on the envelope to GOAL Office.</p> <p>Do not submit original documents – GOAL will not be held liable for any lost documents. GOAL does not return applications and will retain documents in accordance with organisational policies.</p>
2	<p>Email your cover letter, CV and scans of certificates to goaljobs@ss.goal.ie</p> <p>State the position you are applying for in the email subject line.</p> <p>Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received</p>

Closing date: Applications received after deadlines will not be considered.

Note: due to Agency of the position application may be reviewed as they come in only shortlisted candidates will be contacted.

