



VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy.

Action Against Hunger USA is currently looking for a qualified **South Sudanese National** to fill the position of **National Logistics Coordinator** -01 position

Position open date: **September 8, 2020**

Closing date: **September 22, 2020**

Expected Start date: **November 1st, 2020**

Contract Duration: **1 Year**

Location: **Juba**

PURPOSE AND SUMMARY OF THE POSITION

The National Logistics Coordinator provides leadership and oversees management of all aspects of the Country Programme and the day-to-day security. Has good judgement and problem-solving skills, and has strong communication skills and proper documentation habits. Has an excellent skill in logistics capacity assessment and comprehensive security analysis. National Logistics Coordinator needs to have strong team management and training skills. National Logistics Coordinator follows security developments in South Sudan and manages all aspects of Country Programme security as delegated by the Operations Director.

The National Logistics Coordinator's role has the following purpose, engagement and delivery:

The National Logistics Coordinator position is responsible for coordinating all logistics activities including LINK implementation at Country level and for the provision of proper support to programs.

TASK & RESPONSIBILITIES

OBJECTIVE 1: Set up/ Coordination of logistics at national level

- ❖ Organization and supervision of the supply chain ensuring timely and quality provision of supplies to the program and field offices
- ❖ Implementation of standard procurement procedures in accordance with Kit Log and applicable donor standards
- ❖ Lead in the implementation of LINK in the Country Programme
- ❖ Set up and management of warehouse facilities in accordance with Kit Log and project needs
- ❖ Equipment assessment, planning, purchase, allocation and management as well as development of tools and procedures of equipment management as needed
- ❖ Organization and supervision of the fleet and its management (rental contracts, movements follow up, report, log book maintenance) in accordance with Kit Log and security regulations

- ❖ Organization and subsequent supervision of information management and means of communication ensuring adherence to security procedures and the Kit Log
- ❖ Identification, rent, and necessary rehabilitation of Action Against Hunger premises/facilities ensuring needs inventory, rehab and construction plans, budget and appropriate BOQ's

OBJECTIVE 2: Set up and Management of Action Against Hunger South Sudan logistics on capital and field office(s)

- ❖ Support in opening of new field office(s) as new funding becomes available in accordance with Action Against Hunger procedures / security context
- ❖ Support in closing of field office(s) and providing logistic support during emergency response activities
- ❖ Organizing of logistics / security assessment in current / new project areas
- ❖ Specification and forecast of further logistics structures, systems, and needs for current and new projects
- ❖ In collaboration of Director of Operations, planning and management of the logistics budget lines as well as cost analysis of logistics related expenses and control of monthly cash forecast from Logistics department
- ❖ Implementation and standardization of the logistics procedures as defined in the Kit Log and donor-specific regulations; development of additional procedures if required
- ❖ Elaboration of the logistic implication in the proposals (assessment of logistic needs, evaluation of the costs and feasibility for the supplies, draft of the procurement planning & logistic budget)
- ❖ Working together with Technical Heads of Departments, Head of Finance, and Director of Operations to ensure adequate logistics support to the Country' Programme.
- ❖ Support Director of Operations in developing logistics strategy for the Country Programme
- ❖ Liaison with the RO and HQ for all the logistics aspects

OBJECTIVE 3: Human resources & Prevent and manage fraud and corruption

- ❖ Recruitment, organization of the logistic department; forecast of the HR logistics needs and preparation of organizational chart updates (logistics department) with support from the Director of Operations.
- ❖ Line management of logistics staff, including planning of their work, daily supervision and evaluation; setting logistics-related objectives for Logistics/Admins responsible for implementation of logistics procedures and standards in the field and contribution to their evaluations.
- ❖ Capacity building and training of national /security team, particularly on Action Against Hunger and donor guidelines/procedures
- ❖ Overall technical support and evaluation of national logistics/security staff
- ❖ Regular contacts with the base logistics and Head of Base's to discuss ongoing challenges and problematic
- ❖ Briefing of all new staff including all expatriates on logistics aspects of the Country Programme

OBJECTIVE 4: Human resources & Prevent and manage fraud and corruption

- ❖ Identifying the risks of fraud and corruption in his/her field of competence and putting in place preventative and monitoring mechanisms
- ❖ Making his/her team aware of the risks of fraud and corruption
- ❖ Alerting the Country Director to cases of fraud and corruption and undertaking corrective action
- ❖ Putting in place and monitoring recommendations arising from the day-to-day control and audits

OBJECTIVE 5: Management of the security (as delegated by and under direct supervision of the Director of Operations)

- ❖ Participation in the context analysis, subsequently supporting the update of mission / field office security plans under the supervision of the Director of Operations
- ❖ Development/update and implementation of security-related systems and procedures on the mission under the supervision of the Director of Operations Organization of training on security for expatriates and nationals staff in collaboration with Director of Operations
- ❖ Crisis and incident management and reporting in collaboration with the Head of Bases and under the supervision of Director of Operations

OBJECTIVE 6: Reporting & Analysis

- ❖ Preparation and submission of Country logistics reports (compilation & consolidation of all logistics reports and upload on No Hunger Forum)
- ❖ Preparation of reports on logistics/security assessments, field office opening/closure
- ❖ Preparation of Logistics reports to donors in cooperation with Head of Finance and Director of Operations.

OBJECTIVE 7: Representation

- ❖ Representation of Action Against hunger to various stakeholders including local community members, authorities, other NGOs, companies and partners, donors
- ❖ Participation in logistics-related meetings with donors, Logistics cluster, and partners
- ❖ Participation in security meetings as delegated by the Director of Operations
- ❖ Organization of and chairing of Logistics department meetings and participation in Action Against Hunger coordination and other meetings as requested
- ❖ Identify potential sectorial partnerships (civil society, NGOs, authorities, private sector...) and promote them.

GENDER EQUALITY COMMITMENTS

- Fostering environment that supports values of women and men's equal access to information.
- Provides an environment where women and men must be promoted based on the performance objectives.
- Respect for beneficiaries, women, men, children (boys & girls) regardless of gender, sex, disability, religion, etc.
- Value and respect for all cultures.
- Promote and uphold the PSEA and procedures.

INTERNAL & EXTERNAL RELATIONSHIPS

INTERNAL

- ❖ PMs: close collaboration - technical support - exchange of information.
- ❖ Heads of Bases: technical support - exchange of information.
- ❖ Other Heads of Departments: collaboration - exchange of information
- ❖ Finance and HR heads: exchange of information and collaboration on financial, and recruitment matters.
- ❖ M&E: - exchange of information and close collaboration on reporting and proposal writing
- ❖ Program Director: hierarchical relationship (report to) - technical support - exchange of information and close collaboration on reporting and proposal writing.
- ❖ Deputy WaSH HoD hierarchical relationship (Manage) - technical support - exchange of information and close collaboration on reporting and proposal writing.
- ❖ CD: exchange of information, departmental reports.
- ❖ Technical Advisors at HEARO & HQ level: solicit technical advice - exchange of information.

EXTERNAL	❖ <u>Sectorial governmental and non-governmental stakeholders</u> : partnership, technical exchange or experience sharing, coordination, training, participation to meetings
	❖ <u>Cluster and other coordination forums</u> : participation to meetings, exchange of information, coordination, influence on choice of technical options
	❖ <u>Donors</u> : on technical matters or as representative of Program/Country Directors

REPORTING RESPONSIBILITIES

The tasks and responsibilities defined in the above tables will meet the reporting requirements. Quarterly work plans that tease out the scope of work described in these terms of reference for this assignment as well as the Mission annual work plan will be developed. Quarterly reports will be submitted to the supervisor, highlighting achievement regarding planned activities. The report will be discussed and validated jointly by the Senior Management team, Program Director and ACF Country Director.

POSITION REQUIREMENTS

QUALIFICATION

- ❖ A Bachelor's degree in Logistics, Purchasing and Supply Chain Management, Business Administration, Engineering or a related field. 5 years of experience in humanitarian Logistics management, out of which at least 3 years in a senior management / coordination role

SKILLS & EXPRIENCE

ESSENTIAL	<ul style="list-style-type: none"> ❖ Evidence of practical experience in logistics management and coordination within the field of supply chain management (procurement, tendering, contracting, clearance, transport, warehousing, etc.), fleet/transport management and asset management, distribution support. ❖ Proven record of experience of the management of logistics at a coordination level ❖ Experience of the management of budgets and the ability to prepare timely, complete and accurate reports. ❖ Experience in staff management, project management, and security management ❖ Evidence of the ability to plan for, and conduct training in all areas of logistics for national and international staff (suitable to staff knowledge level).
PREFERRED	<p><i>Functional Competencies (required)</i></p> <ul style="list-style-type: none"> ▪ Well-organized, able to multitask, and rigorous ▪ Advanced knowledge of donors' guidelines and procedures (USIAD, SIDA, ECHO, UNICEF, DFID, OFDA, GFFO, GIZ etc.) ▪ and spoken English and with good communication skills ▪ Flexible and adaptable

To apply, please! Send your cover letter and CV with three professional References to recruitment@ssd-actionagainsthunger.org specifying **National Logistics Coordinator**: as the tittle of your email.

The deadline for applications is **Tuesday September 22, 2020 at 5:00pm**. We do appreciate your interest to work with us; However, Only shortlisted Candidates will be contact.



"For Now, Hard copy Applications are not allowed"

"This Position is Open to South Sudanese Nationals Only"

"Qualified Female Candidates are encouraged to apply"