



JOB ADVERTISEMENT	
Job Title:	Logistics Officer
Duty Station:	SSRC – Juba Headquarters
Opening Date:	10th August 2023
Closing Date:	18th August 2023

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 14,000 volunteers and Members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principle.

Position Summary

SSRC has a Unit Office under Malakal Branch in Renk with a team of staff and volunteers providing emergency assistance to refugees from Sudan, both at the border crossings and other locations where refugees are relocated/accommodated. This emergency intervention will directly address humanitarian assistance to the refugees, children, elderly and their families.

Duties and responsibilities

- Support to assess the logistics setup in Renk and to prepare recommendations and plan of actions.
- Support the South Sudan Red Cross in planning Logistics response for the population movement relating to the Sudan Crisis.
- Support the SSRC's Renk operational plan and support creating regular progress reports.
- Ensure that material/stock and assets movement controls and availability is carried out according to the set policies.
- Responsible for the negotiated procurement procedure in in the field, while following SSRC financial and procurement policies and procedures.
- Identifies the needs, chooses and recommends the supplier for goods and services to the team and seek approval from the HQ.
- Monitors suppliers, service providers list and their files.
- Efficiently interacts with Logistics teams at the HQ for guidance and with other agencies for interagency coordination.
- Assist in the preparation and implementation of financial processes and ensure that completed accountability documents are immediately sent to the HQ.
- Implement and maintain fleet management system for available vehicle(s) in Renk including dispatch of vehicle(s) for field operations.
- Supervises office vehicle(s) and reviews vehicle logbooks.
- Identify transportation options to meet the needs of the field team.
- Carry out Logistics and Warehousing activities ensuring compliance with SSRC Logistics standards, procedures, and manuals.
- Supervise receiving, inspection and rotation of stock items, ensuring compliance with SSRC Logistics and warehousing procedures for logistics requisitioning.
- Keep records in accordance with audit trail standards.
- Perform emergency duties as required and be available for during holidays if the situation so warrants.

Experience:

- At least three years of progressive professional experience in implementing or supervising disaster response.
- Experience in operational logistics including knowledge of the logistics supply chain.
- Experience of working in collaboration with a diverse humanitarian actor, including governments, NGOs, U.N. agencies, civil society, community organizations and the private sector.

Knowledge and Skills:

- Excellent interpersonal skills required, including strong professional communication skills.
- Strong analytical and report writing skills.
- Ability to work within tight deadlines and manage multiple tasks simultaneously independently.

- Proven leadership and teamwork skills, good analytical, communication, negotiation and advocacy skills.
- Ability to work in a team and establish effective working relationships with people of different national and cultural backgrounds.
- Knowledge of Windows and Microsoft Office.

Requirements:

- Immediate availability for minimum 6 months
- Bachelor's Degree in relevant field is an asset.
- Minimum 2-5 years of experience in office management and logistics procedures, preferably for an international or local organization
- Experience in managing diverse procurement and logistics operations.
- Strong interpersonal skills, ability to interact effectively with all levels of staff.
- Excellent communication skills.
- Excellent record keeping and documentation skills.
- Experience in the humanitarian sector is an asset.
- Fluency in English both written and oral.
- Knowledge of oral/spoken Arabic is a must.
- Computer skills: Microsoft office.

How to Apply.

Interested applicants should submit their cover letter, CV with 3 references, copy of National ID and Certificates including daytime telephone contact addressing it to The Human Resources Department. Or by email: vacancy@ssdredcross.org. Please clearly indicate the position you are applying for on the Subject Line of your email.

Alternatively, applications can be hand – delivered to South Sudan Red Cross Headquarters office. Plot #4, Block Ministries, Munuki Area, Juba. Please indicate clearly the position you are applying for on the back of your envelop.

You should arrange your documents in the following direction.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Female candidates are encouraged to apply.