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Christian Mission for Development

Transforming lives, building communities

VACANCY ANNOUNCEMENT

Field Logistics Officers (1), Base in Bor, Jonglei State

Background

In partnership with the UNICEF, Christian Mission for Development (CMD) is implementing a secondary education project through facilitating and supporting secondary schools in Bor, Akobo and Pibor to provide access to safe, protective and quality learning for 2, 500 students aged 15-18 and help them experience curriculum continuity and settle into school life in a way that causes no concern to their families and communities. **Children and adolescents old enough to go to lower secondary school who are not enrolled; and learners at risk of dropping out of secondary school will now have the best chance of making a smooth and confident transition.**

The Field Logistics Officers will be based in **Bor Field Office** and assist the CMD functioning in operational aspects of activities at the local level under the direct supervision of Education Project Officer and Education Project Manager.

Job Purpose:

The Field Logistics Officer (1) are responsible for coordinating, consolidating, and ensuring smooth implementation of and adherence to field logistics and security procedures and provides logistical support to Education Field Officer and Education Project Manager in Bor, Pibor and Akobo

Job Description	
Job Title: Field Logistics Officers (FLO)	Expected Start Date: 1 st January 2022
Reporting to: Education Project Manager through Education Field Officers	
Basic Position Description: The purpose of the officer position is to oversee the day-to-day implementation of the education project funded by UNICEF to support Six (6) secondary schools (4 in Bor, 1 in Pibor and 1 in Akobo).	
Country: South Sudan	Base: Bor
Duration	5 months with possible extension depending on funding





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Main Roles & Responsibilities:

1. Be in charge of the set up / closing and/or regular running of the base including management of logistics and security of the base as well as coordination with administration, HR, and program staff on the base level.
2. Ensure that CMD Log procedures and respective donor regulations applicable to projects implemented on the base are closely followed.
3. Ensure the proper functioning of supply chain including procurement planning, purchasing of goods and services, their transport, storage and distribution.
4. Provide standard weekly, or as required, logistics data (eg stock tracking, asset lists, procurement tracking).
5. Organise the transportation and other commodities for incoming/outgoing goods to ensure the timely reception and delivery.
6. Provide timely advice and technical support on logistics issues to other functions; and support, train and develop other staff in logistics best practices as directed by Logistics Officer in Juba.
7. Evaluate/report the need and ensure the proper use of CMD equipment; assess and ensure the functioning of the means of communication appropriate for the CMD base.
8. Be responsible for the security on the base including staff, premises, as well as security of CMD materials and assets.
9. Assess, monitor and report the security situation and develop security procedures relevant to the context.
10. Be aware of logistics-related actors, services, and opportunities in the location and represent CMD to the relevant authorities at the local / regional level and participate in logistics and security meetings with humanitarian actors and local authorities.

Qualification & Experience:

- Diploma, certificate or equivalent in Business studies, Logistics and Supply Management.
- Substantial knowledge of standard logistics procedures and practices required.
- At least 2 years of logistics work experience in an NGO, with increasing responsibilities and understanding of complex procurement needs.
- Proven experience in humanitarian logistics, procurement, stock management.
- Good understanding of the procurement rules and regulations of major international donors.
- Experience in working in complex humanitarian setting, experience of security related responsibilities desirable.
- Excellent written and spoken English.
- Good communication and representative skills.





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- Ability to work with extremely tight deadlines and multiple tasks, delivering good quality work in timely fashion.

Application:

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: **HR Department, CMD South Sudan** OR email them to jobs@cmd.org copying in info@cmd.org ; and NOT later than Monday, December 13th 2021.
2. Applications in hard copies must be bound in one document and sent to the following address: **Christian Mission for Development (CMD)**. Bor, South Sudan. Block (3).
3. The position is open only to South Sudanese nationals and preferably for nationals experienced in crisis response and reconstruction and development work.
4. Only shortlisted candidates will be contacted, and applications submitted will not be returned.
5. Female candidates are strongly encouraged to apply in the interest of gender equality and women empowerment.

