



MOL/BSS/JT
19/01/2023



HEAD OFFICE" ATLA BARA A, UNITY ROAD, MALAKIA STATION, OPP. LUKAK BUILDING BEHIND EDEN COMMERCIAL BANK AND GREEN ROKON

JOB TITLE: Logistics Officer	
DEPARTMENT:	JOB FAMILY: Logistics & Property
LOCATION: Date of Internal Advert: <i>External</i> Deadline : Number of post:	Uror County, Jonglei State 19.01.2023 06.02.2023 01
SALARY:	LEVEL: Base on Medicaire Scale
MEDICAIRE PURPOSE: To "inspire medics"	
JOB PURPOSE: The logistics Officer has the responsibility for management of all the logistics functions at the field office, he/she should be excellent in planning, Coordination, procurement, Assets management, warehouse Management, Field security monitoring and supervision of junior staffs, the logistics officer is expected provide quality systematic logistic support for all Medicaire project sites in Uror County Jonglei state, work proactively with other members of the logistics team, Human Resource Statss, Program team, other partners including NGOs, . Un - Agencies and Local Authority.	
REPORTING LINES: Post holder reports to: Logistics & Procurement Manager Staff reporting to this post: Logistics Assistant and Drivers	
Budget responsibility: None	
DIMENSIONS: <ul style="list-style-type: none">❖ Facilitate the implementation of project by making sure that there is an effective planning & Support.❖ Implement Medicaire logistics policies and ensure that the team is well oriented with logistic operational policies.❖ Ensure Health and Safety procedures are followed at specific sites with consultation of Logistics and Procurement Manager.❖ Manages people, assets, budgets, projects or processes as needed by Medicaire policies.❖ Monitors performance of team or external contacts and gives advice / guidance to managers in a specialist area.❖ Develop weekly fleet movement plans in coordination with the team leaders and program staffs.❖ Ensure that all Medicaire assets and inventory are recorded as per Medicaire policies and shared with Juba office before the deadline.	



Logistics Officer -01

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KEY RESPONSIBILITIES:

- ❖ Audit all requisitions and feedback to requesters regarding accuracy and processing status.
- ❖ Coordinate all local purchases to ensure compliance to Medicair policies
- ❖ Identify new sources of procurement in a proactive manner or according to specific requests by comparing the country database with the head office to identify the most cost effective purchasing routes to meet programmes needs on time and to specified quality.
- ❖ Ensure that complete procurement documentation have the necessary signatories & stamp.
- ❖ Coordinate & communicate with the field staffs by providing technical advice on supply policies.
- ❖ Actively participate in collaborative planning sessions with programmes by inputting on supply plans submitted by confirming the specifications, estimated price, source of supply and lead-times.
- ❖ Follow through purchasing schedules and ensure that the correct procedures are applied in the purchase of the goods and services and proper documentation trail is maintained.
- ❖ Ensure a constantly updated procurement tracking sheet; report to stakeholders on a weekly basis.
- ❖ Source for quotations, compile Comparative Bid Analysis, and award to successful suppliers as per laid down procedures. Seek relevant approvals where necessary.
- ❖ Undertake tender process for purchases that meet threshold and ensure that all tender documents are properly filed for future audits.
- ❖ Prepare & send POs to suppliers and get acknowledgement of receipt and confirmation on delivery dates. Co-ordinate cash purchases from supplier premises as required.
- ❖ Supervise & Coach the warehouse assistant and making sure all the warehouse documentation are up to date.
- ❖ Process invoices as and when received by submitting all relevant documents to Finance department and ensuring the payment tracker is updated.
- ❖ Draft contracts and follow up on approvals, update the contract tracker and prompt to Logistics & Procurement Manager on key contracts that are due for renewal.
- ❖ Follow up sent waybills with the consignee in country to ensure that deliveries are confirmed with (GRN).
- ❖ Participate in supplier qualification exercise and map suppliers according to their specialization.
- ❖ Carry out procurement related filing (manual). Ensure the files are well labelled for easy retrieval of information.
- ❖ Ensure that organization assets are procured, registered and managed in an effective way.
- ❖ To manage staff under his/her supervision according to performance management principles and in line with Medicair's performance management procedures.
- ❖ Versatile and Should be well versed with all functions within the Logistics department including Warehousing, Procurement, Asset Management, and Fleet management as one can be deployed to any for support when required.
- ❖ Participate in team meetings and update the Logistics & Procurement Manager on challenges and areas of support required to effectively perform his/her role.
- ❖ Take up any additional responsibilities assigned by the Logistics & Procurement Manager.
- ❖ Prepare and submit monthly procurement expenditure and narrative report.



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- ❖ Under the guidance of the Logistics Manager, analysing external markets and keeping a list of dealers and maintaining network with external stakeholders. Reviewing vendors and service providers periodically for cost effectiveness and quality.
- ❖ Manage supplier selection ensuring that suppliers are selected taking into account both businesses requirements- quality, cost, delivery etc, and ethical standards including account business ethics (specifically prevention of fraud), labour and other human rights standards, and environmental standards.
- ❖ Prepare and submit Weekly, Monthly, and Quarterly Stock Reports to the line manager as needed

❖ **SKILLS AND COMPETENCE:**

- ❖ Degree in Supply Chain Management or equivalent qualification plus mentioned experience. Professional certificates desired.
- ❖ At least four (4) years' experience in logistics with a minimum two years managing Logistics within an NNGO, International Organisation. Or UN agency or private company
- ❖ Proven experience and knowledge of operational logistics & supply chain, policies & procedures
- ❖ Experience of working in emergencies or chronic conflict environment. South Sudan experience would be an added advantage
- ❖ Proven ability to communicate effectively both internally and externally, both orally and in writing
- ❖ Initiative and active problem-solving skills
- ❖ Proven training and capacity building experience
- ❖ Proficiency in the use of computers (Excel and Word)
- ❖ Strong ability to pay attention to detail
- ❖ Transparent and ethical at all times.
- ❖ Good organisational and planning skills
- ❖ Good command of English in word and writing
- ❖ Good reporting skills

Medicair is an opportunity employer, in making employment decisions it does not discriminate on the basis of gender, Age, Ethnicity religion or political affiliation and qualified female candidate are highly encourage to apply.

Languages:

English, Nuer and Arabic would be added advantage

Ability to Provide translation and interpretation services as requested.

Logistics Officer -01



HEAD OFFICE ATLA BARA A, UNITY ROAD, MALAKIA STATION, OPP. LUKAK BUILDING BEHIND EDEN COMMERCIAL BANK AND GREEN ROKON

Application:	How To Apply: Interested Candidates Should Submit Their Application Marked Logistics Officer At Medicair : jobs@medicair-ssd.org /hradm@medicair-ssd.org Head Office, Or Uror County Field Office. What Requires: Updated Cv, Motivation Letter, Academic Documents, Deadline: 07/02/2023 At 5:00 PM NB: Female Candidates Are Strongly Encourage To Apply.
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MOL/RS/01
19/01/2023



HEAD OFFICE" ATLA BARA A, UNITY ROAD, MALAKIA STATION, OPP. LUKAK BUILDING BEHIND EDEN COMMERCIAL BANK AND GREEN ROKON

JOB TITLE: Driver

DEPARTMENT:

JOB FAMILY: Logistics & Property

LOCATION:

Uror County, Jonglei State

Date of Advert:

19.01.2023

Deadline :

07.02.2023

Number of post:

01

SALARY:

LEVEL: Base on Medicair Scale

MEDICAIR PURPOSE: To "inspire medics"

JOB PURPOSE:

- ❖ The driver is responsible for the safe driving of Medicair vehicle, staff and Assets. He/she will ensure cleaning, proper maintenance of vehicles in compliance with the Driver's handbook and safe driving standards, ensuring the vehicle is fuelled in time for trips and the proper management of the fuel supply for that vehicle.
- ❖ The driver should do so in accordance with Medicair policies and also expected to drive in emergency as the need arise.

REPORTING LINES: Post holder reports to: Logistics Officer
Staff reporting to this post: None

Budget responsibility: None

DIMENSIONS:

- ❖ A driver is to check for vehicle defects and damage to the vehicle and ensure that he reports them to his line manager. After consulting a mechanic, the line manager will make the decision as to whether the vehicle should be taken off the road for repair.
- ❖ Report and supervise all maintenance and repair needs of assign vehicle.



Driver-01

Key Responsibilities

- ❖ Safely drive Medicaire Staff and assets as at when requested
- ❖ Map out driving routes ahead of time to determine the most expedient trip
- ❖ Assist Medicaire Staff with loading and unloading their luggage
- ❖ Listen to traffic and weather reports to stay up-to-date on road conditions
- ❖ Ensure the car seats are clean and comfortable for all riders
- ❖ Schedule regular car service appointments and report any issues
- ❖ Book car wash and detailing services to maintain interior and exterior cleanliness of the car
- ❖ Arrive at destinations on schedule
- ❖ Interact with Medicaire Staff professionally at all times
- ❖ Ensure that the vehicle is always fuelled and ready for use
- ❖ Keep mileage records and repair records up-to-date
- ❖ Promptly informing the fleet focal person of any tickets issued against Medicaire vehicle during work hours.
- ❖ Providing accurate time records of Medicaire vehicle's coming and goings
- ❖ Report any accidents, injuries, and vehicle damage to management.
- ❖ Maintain the vehicle log and fuel consumption documentation
- ❖ Keep the Vehicle Documents Folder up-to-date:
- ❖ Support the Fleet Assistant with the Vehicle Usage report, including trip use, mileage and fuel consumption.
- ❖ Maintain a valid driver license, registration and valid permits all the time
- ❖ Ensure that all vehicle journeys are authorized in advance by Line Managers.
- ❖ Ensure that all vehicle journeys are to be recorded in the log book at the start and completion of the journey
- ❖ Ensure that the keys and vehicle documents are kept in a secure place when the vehicle is not in use.
- ❖ Ensure that s/he wears the vehicle safety belt and all passengers also wear seat belts before driving the vehicle.
- ❖ Ensure that the line manager is immediately informed of any accidents, the Accident report is filled immediately and the accident reported to the police as soon as possible.
- ❖ Ensures safety of passengers at all times
- ❖ Safe transport of all staff, equipment, and materials
- ❖ The driver has no authority to transport any stranger without proper approval from the head office.
- ❖ Medicaire may give lifts to agency and Governmental staff on occasion for the benefit of the Programme – but not forgetting to give a waiver to the authorized personnel.
- ❖ Medicaire reserves the right to refuse entry to a vehicle any staff member without identification documents or who cannot be identified by Medicaire staff.
- ❖ In the event of a medical emergency lifts may be given on prior approval of the line manager with consultation of Medicaire head office.
- ❖ Check the vehicle prior to its use in the morning and after use
- ❖ Check the vehicle before departing from work.
- ❖ Check, on taking over a vehicle, that the items listed on the Vehicle Check List and the items listed in the Vehicle Tools and Materials Inventory are present and in full functioning order.
- ❖ The driver is responsible for ensuring that his vehicle is kept clean on the outside and inside at all times. The driver is also to keep the vehicle tidy and ensure that all rubbish is removed from the vehicle after a journey.
- ❖ Driver is to ensure Medicaire visibility protocols are adhered to at all times.
- ❖ Maintain all vehicle's safety equipment, as per vehicle safety kit, in liaison with the logistics officer – including first aid kit, communication equipment, tow rope and fire extinguisher
- ❖ Work after duty hours or holidays as and when required and with prior notice from line manager
- ❖ Perform any other relevant and appropriate requested by the Line Manager
- ❖ Maintain the vehicle log and fuel consumption documentation
- ❖ Keep the Vehicle Documents Folder up to date:



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