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APPROVED by
MOL

[Signature] 05-07-2021

VACANCY ANNOUNCEMENT

JOB TITLE:	Logistics Coordinator
POSITIONS to be filled:	One (1) positions
DUTY STATIONS:	Mankien
REPORTING TO:	Area Manager
STARTING DATE:	ASAP
DURATION:	12 Months Contract
SALARY:	Attractive as per NRC National Scale



The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of a Logistics Coordinator Position is to provide leadership and technical guidance in procurement and logistics processes and assuring value for money by upholding transparency and stewardship of financial and material resources while procuring goods and services at the Area Field level. This is a delegated responsibility.

Generic responsibilities

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. Implement NRC's systems and procedures at area level
2. Ensure adherence to NRC policies, handbooks, guidelines and donor requirements
3. Prepare and submit reports and analysis
4. Ensure proper filing of all support documents
5. Support line managers in procedures and require support team trainings
6. Management of logistics team
7. Provide guidance on anti-corruption, transparency and cost efficiency focus in all processes (e.g. in procurement, vehicle management, asset management)
8. Ensure safe and efficient transport of staff and materials/goods

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

- 1) Ensure proper accounting, reporting and internal control systems and maintenance of records in the area office
- 2) Responsible for contract follow-up and agreements with suppliers at area level and identify areas of improvement including pre-qualified suppliers
- 3) Responsible for keeping up procurement lead times within required limits at the area.
- 4) Supervise and build capacity of the logistics team in the area
- 5) Address poor performance and misconduct of its supervisees as per NRC standards.
- 6) Prepare monthly reports on all logistics activities and share with the country office and area management.
- 7) Ensure that NRC's system for stores and warehouse management are in place for dispatching items within the area office and to the field offices
- 8) Control and follow up on system for random check/inventory of stores
- 9) Ensure that ICT policies are understood and followed by staff at area level.
- 10) Ensure that ICT systems are fully functional in the support of program activities in the area.
- 11) Ensure that all NRC properties and assets in the area office are managed properly
- 12) 'Support the country office to provide timely data required in the implementation of Audit activities

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Logistics colleagues
- Project teams
- Finance department

Scale and scope of position

Staff:	Numbers and titles of staff directly managed by the post holder, and numbers of staff and daily workers/incentive staff responsible for overall in the unit (e.g. 3 Log officers and assistants)
Stakeholders:	Key external stakeholders the post has relationships with (e.g. UN agencies, INGOs, local NGOs, civil society, governmental bodies)
Budgets:	List of budgets covered by post holder, and size of budget
Information:	Brief description of the information resources the post holder is responsible for at CO level (e.g. GORS, Agresso, Webcruiter, Intranet)
Legal or compliance:	Brief description of any legal or compliance responsibility the post holder has (term of employment, vendors, donors)

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Experience of working as a Logistics Coordinator in a humanitarian/recovery context
- Computer Literate;



- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Fluency in English, both written and verbal

Context/ Specific skills, knowledge and experience:

- Knowledge of the context in South Sudan
- Knowledge of the local language

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Managing resources to optimize results
- Managing performance and development
- Analyzing
- Handling insecure environments
- Empowering and building trust

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **22nd July 2021** by Hardcopy in an enclosed envelope clearly marked "**Logistics Coordinator - Mankien**" to NRC offices.

Only short-listed candidates will be contacted, by e-mail or by phone.

FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY

