



Advertisement For Logistics/Commodity Assistant, Based In Fangak

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan.

NPA has worked in South Sudan since 1986 and currently runs three programmes: Civil Society Development, Rural Development, and Emergency Response.

NPA is currently implementing Emergency intervention of General Food Distribution (GFD) and Blanket Supplementary Feeding Program (BSFP) and wishes to recruit a highly competent, proactive and self-driven individual (South Sudanese), for the position of **Logistics/Commodity Assistant** based in Fangak.

The contract for this position is Definite Contract with possibility of extension based on funding and satisfactory performance.

Purpose of the Position:

The position of the Logistics /Commodity Assistant is to manage food in terms of stock taking of available food, damages and distribution in the ware house and submitting stock request forms to WFP.

All responsibilities and reporting have to be carried out in accordance with the strategic objective of the NPA. Any deviation to the above have to be reported to the HoSO as the line manager.

Duties and Responsibilities:

General responsibilities:

The position holder is responsible for day to day management of data/food commodities in warehouses in Fangak/Pigi and Pochalla. This includes taking overall responsibility in terms of stock taking of available food, damages and distribution in the ware house and submits stock request forms to WFP.

Specific duties:

- Manages NPA warehouses in Fangak/Pigi using LESS.
- Always take notes and maintains and keeps record of food received and distributed.
- Ensures right quantity of food is delivered upon request from food distribution team.
- Carries out daily records and update of stock cards and monthly stock reports.
- Collect returned waybills from the field and ensure mails are picked and dropped at the airport in time.
- Track records on food distribution from the team leaders in the field
- Ensures commodity report and waybills are submitted to WFP after each distribution
- Ensures WFP is invoiced on time based on actual tonnage distributed
- Follow up with WFP on invoices and ensures payment is made to NPA account accordingly.
- Assists in employment of casual labourers for offloading food in the warehouse, carrying food from drop zone, and managing security of food (guards at the drop zone or the warehouse).
- Assist the Juba based Procurement team with procurement and delivery of items to the Field office.

- Assist HoSO, Field Accountant in ensuring flights bookings and staffs' movement in and out of Fangak.
- Ensure time bound cost as required is done on time and given a special attention
- Stock taking of available, food, damages and distribution in the ware house.
- Submits food request forms to WFP.

Desired Qualifications/Skills/Experience:

- Diploma preferably in logistics/ Business Administration.
- Degree in related field is an added advantage.
- At least two (2) years' experience of working in emergency programs particularly in logistics.
- Should be a team player
- Strong interpersonal skills
- Good problem solving skills
- Honest and neutral individual
- Good communication (Written and Verbal) skills
- Good report writing skills
- At least have worked with an NGO in the similar position.
- Ability to multitask,
- Good Computer Skills

NPA South Sudan is an Equal Opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation.

Qualified female candidates are highly encouraged to apply.

Hard copy application and CV/Resume can be delivered to NPA Fangak Office or NPA Juba Office.

Applications submitted after 12:00 noon on Thursday 20th February 2020, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant.

Only Shortlisted candidates will be contacted.