



Joint Aid Management (JAM) is a Humanitarian Relief Organization, operating in various African countries. Our projects include feeding and agricultural programs, an orphanage and training center in Rwanda, drilling of water wells in the Eastern Cape, as well as numerous community development programs in Sub-Saharan Africa.

In South Sudan, JAM is actively implementing Food for Education, Food for Asset, General Food Distribution, Food Security and Livelihood interventions and livestock vaccination and intervention in Twic East, Bor, Pibor, Boma, Bentiu, Aweil and Wunrok.

JAM is seeking a Qualified South Sudanese national for following position:

**Job Title: Logistician (I position)**

**Location: Juba with Field Travels.**

**Reports to: Inventory Management & Store Officer**

#### **PURPOSE:**

The role of Logistician responsible for providing day-to-day logistics administrative support to JAM store ensuring that all food and non-food commodities are received and delivered to required destinations effectively and efficiently.

#### **RESPONSIBILITIES:**

- Ensure timely and cost-efficient movement of all commodities/supplies from store to final destination.
- Ensure commodities/supplies movement is tracked and is aware of up-to-date movement location.
- Maintain a neat, clean, and safe working environment as per JAM regulation
- Inspect deliveries for discrepancy or damage. Preparing Good Receipt Notes (GRN) accordingly on receiving each and every consignment and returning copies to appropriate office(s)/individual(s).
- Keep an organized allocation of inventory placed in the store
- Ensure commodities/supplies in stores and on the move have the right and up-to-date documentation; plans for receiving and moving goods are in place; respective individuals are updated on movement and their advice sorted; necessary reports are produced and filed accordingly, and documentation prepared and submitted for payment to respective vendors.
- Collect and check the accuracy of all incoming invoices and relevant documentation submitted by vendors relating to contracted services, preparing the necessary documentation for payment, and submitting to finance for payment.



- On a monthly basis produce reports detailing actual stocks, expected arrivals and planned deliveries dates; relevant information on store activities; and disseminate reports to all concerned offices and departments.
- Ensure appropriate filling of all relevant documents to appropriate locations ensuring accurate tracking and documentation for retrieving and audit purposes.
- Any other tasks assign by Supervisor.

### Required Qualifications:

- degree or Certificate of High School with a relevant combination of academic qualifications and experience in areas such as logistic operations, inventory management and supply chain management.

### Skills:

- Data entry skills
- Organization skills
- Dexterity
- Fluency in English, written and oral communications skills.

Good knowledge of Microsoft Suites including Word and Excel application procedure: all suitably

qualified and interested applicants should send their (1) application letters detailing how you qualify for this position.( 2) CV indicating three referees by hand delivery to JMA Office at Equatorial Tower 4<sup>th</sup> Floor or by email to: [jamss.recruitment@jamint.com](mailto:jamss.recruitment@jamint.com) .address your application to the human resource and administration manager. deadline: December 8<sup>th</sup> before 5.00pm.

**JAM is an Equal Opportunity Employer JAM considers all applicants on the basis of merit without regard to race, sex, color,**

**NB: FEMALE APPLICANTS ARE STRONGLY ENCOURAGED TO APPLY.**

