

Job Advertisement

Logistics Assistant, Based in Pibor Administrative Area.

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Approved by
Mol
19/3/2021
M. H. H.

Job Purpose: Provide logistical assistance to Medair's multi-sector project and team in Pibor to ensure smooth running of project activities. This includes carrying out the day-to-day logistical functions including but not limited to: procurement, stock management and warehousing.

Logistics

Support Pibor base and site locations by:

- Procuring items and following all procurement procedures for purchasing materials and provide necessary paperwork (e.g. Purchase Requests, Request For Quotation, Waybills).
- Assist with receipt of stock from charter flights, local procurement and any other sources.
- Control loading and offloading.
- Receive/issue items from the warehouse. Check quality and quantity of items by using Receipt of Goods and Way Bills.
- Regulate and track all movements in and out of the warehouse in coordination with the other logistics staff (Ledger Book).
- Required to regularly move and lift heavy items; ensure good packing/stacking at the warehouse and perform restacking/repacking.
- Implement Medair stock management guidelines.
- Update daily the Stock Record (Stock Reports, Stock Cards and Bin Cards).
- Notify relevant team members of receipt of goods.
- Properly file requests from distribution/stock record/waybill.
- Release goods as per completed request forms (Stock Requests and Way Bills).

Driving

- Support Logistics Officer in fleet management duties such as conducting weekly vehicle and engine checks on all Medair vehicles.
- Ensure vehicles remain clean, inside and out.
- Drive with due care and attention – maximum speed on highways is 80km/h; maximum speed through towns is 40km/h, driving as road conditions allow.
- Immediately report any vehicle faults or issues to the line manager and PSM.
- Ensure all passengers use seat belts (where available).
- Accurately complete and update the vehicle log book each time the vehicle is used.

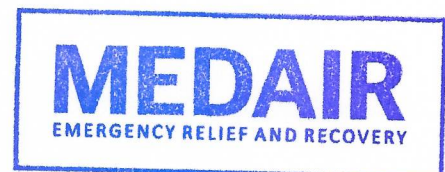
Person Specifications

Essential

- Valid South Sudanese driving license Some four-wheel driving experience
- 1-2 years' experience in logistics and warehousing and/or stock management
- Honest, Professional, Willing to learn and Proactive and self-motivated
- Good spoken and written English skills
- Good spoken (Juba) Arabic and Murle
- Basic computer skills with willingness to improve

Desirable

- Extensive 4-wheel driving skills, Basic knowledge of motor mechanics
- 2+ years logistics experience
- Experience working with a similar NGO/INGO
- Enthusiastic, Compassionate
- Experience with stock management systems



Applications deadline: 7th April 2021

Please submit your application comprising (1) a comprehension CV that includes contact details, education and training background, work experience and 3 referees, and (2) a Cover letter detailing how you qualify for this position to: **Recruitment Human Resources Department Medair South Sudan : Medair office in Pibor inside Plan International Compound** or e-mail: recruitment-sds@medair.org Due to the Urgency of this role we will be shortlisting applicants on daily basis and might offer the role before the closing deadline.