

VACANCY ANNOUNCEMENT

POSITION TITLE: Logistics/Admin Assistant (1 Position)
DUTY STATION: Nasir
REPORTS TO: Direct supervisor: Roving Protection Manager
(Technical supervisor: Logistics Manager)
STATUS: Full Time
STATE DATE Pending on donor approval.

COUNTRY PROGRAM OVERVIEW

The overall objective of the ALIGHT South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ALIGHT implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender based violence prevention and response activities. ALIGHT is expanding its outreach mechanisms and introducing innovative new initiatives. ALIGHT currently has program activities in Aweil, Ulang, Morobo and Kajo-keji Counties.

PRIMARY PURPOSE OF THE POSITION

Under the guidance and supervision of the Field Coordinator, the Logs Officer is responsible for procurement, warehousing, facility maintenance, vehicle fleet management, travel coordination, and security. The Logs Officer also supports the Field Coordinator and Field Finance Officer to produce spending plans for operational expenses.

MAJOR AREAS OF ACCOUNTABILITY PRIMARY DUTIES/RESPONSIBILITIES:

- Responsible for the implementation and strict compliance of ALIGHT 's Logistics policies and procedures.
- Procure services, equipment, materials, and supplies specific to program and operational needs in a manner that is timely, well documented, and consistent with ALIGHT 's procurement policy.
- Coordinate with country office Logistics Department to requisition items and to prioritize those of the field office's procurements that are performed externally.
- Perform routine, comprehensive survey of ALIGHT facilities, vehicles, generators, and other assets to ensure that they are well maintained and in good working order.
- Coordinate and document maintenance and renovation of ALIGHT facilities.
- Coordinate and document vehicle movement, servicing, and repair.
- Coordinate and document generator usage, servicing, and repair.
- Coordinate and document fuel procurement and distribution.



- Maintain accurate inventory records of materials and materials flow in the warehouse.
- Maintain an assets tracker for all assets and exceptional items that require registration and movement tracking, in accordance with ALIGHT Assets policy.
- As the security focal point at in the field office, the Field Logistics Assistant shall coordinate closely with ALIGHT Security Coordinator to ensure close monitoring of field security issues, implement security plans and take prompt security actions as and when advised by the ALIGHT Security Coordinator or the Country Director.
- Coordinate with the local government and NGOs in the area to ensure synergy and coordinated humanitarian and development work of ALIGHT.
- In consultation with HRM, implement ALIGHT policies at the field level and ensure that these are understood by field staff and strictly adhered to.
- Maintain a well-organized storeroom and/or warehouse of program and operational equipment, materials, and supplies.
- Maintain a procurement tracker for program and operational procurements.
- Maintain an Asset tracker for all equipment, materials, supplies, vehicles, and other assets.
- Maintain a vendor database for all the supplier of common goods and services.
- Support the recruitment of all operational staff and provide day to day supervision of their function.
- Practice excellent human resources management together with the finance officer, supporting the development, promotion and retention of a motivated team of qualified and experienced staff.
- Identify staffing and or/skills gaps and see that these gaps/needs are filled
- Oversee the observance of the ALIGHT Code of conduct within the procurement and logistics department.
- Ensure that all suppliers and logistics staff are aware of ALIGHT ethics and compliance policies. Be alert and report any Conflict of interest.
- Recruit, train, schedule, and supervise Security Guards.
- Provide technical support and training on procurement best practices to ALIGHT 's partner CSOs.
- Represent ALIGHT at Logistics Cluster and other relevant working groups.
- Supervise the Logistics Team (Drivers, Storekeeper, Warehouse Assistant, Cleaners, Guards etc.) to perform all their duties in accordance to the laid down rules and regulations.
- Provide training and mentorship to Logistics Team.
- Perform other operations activities as assigned by the Field Coordinator.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- South Sudan nationals only.
- Bachelor/Diploma in procurement and Logistics or supply chain management
- 2-3 years professional experience in logistics, business administration, or related field.
- Excellent computer skills, including MS Word and Excel.
- Excellent reporting and writing skills.
- Excellent communication skills (oral and written).
- Excellent interpersonal and consultative skills, including the ability to negotiate with vendors for favorable prices and payment schedules.



HOW TO APPLY

- Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to Alight South Sudan office located in **Plot 709 3k-south, Behind Phenicia Supermarket, off Ministry Road, Kololo-Juba, South Sudan.**
- Applications can also be submitted to the following email address: recruitmentss@WEAREALIGHT.ORG
- Applications can be submitted, or hand delivered to Relief International Office (RI) in Nasir.
- Please note that Alight retains all applications, and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on a regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview. Female candidates are highly encouraged to apply.
- The deadline for receiving applications is June 8th, 2023, at 4:30 pm local time.
- *"Please note that ALIGHT believes strongly in the human dignity of our customers (beneficiaries) and any other individual human person. Therefore, ALIGHT strongly condemns and prohibits any behavior on the part of an ALIGHT employee, Board member, volunteer, consultant or which constitutes any form of sexual misconduct, including sexual harassment, sexual exploitation, and sexual violence towards any other staff member, client, patient, beneficiary (refugee and/or IDP), or other individual participating in an ALIGHT program or activity".*

