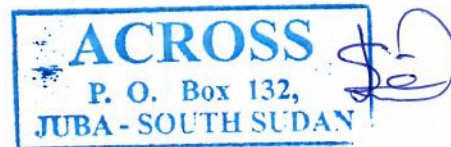


Approved



Job Title:	Logistics Associate
Job Location:	Juba.
Reporting to:	Logistics Officer
Starting Date:	21st December, 2020
Closing date:	12th January, 2021

MAIN PURPOSE

ACROSS is seeking to hire a Logistic Associate to work in the area of shipping and receiving and supporting the logistics Officer in all aspects of supply chain management and warehouse operations. The Logistic Associate will ensure that all incoming shipments are intact and accurate, prepare outgoing shipments, review shipment documentation such as invoices and packing lists, and maintain inventory of shipping supplies. In addition, Logistic Associate will work with shipping vendors, coordinate returns of merchandise and manage electronic shipping files. The position will also be responsible for overseeing the warehouses and storages.

To ensure success for the position, the Logistic Associate is expected to be highly motivated, self-driven, and have the ability to complete many tasks assigned.

ACCOUNTABILITIES

- Logistic Associate will involve in all form of shipping process from receiving goods, preparing packing lists to physically packaging outgoing material and documenting the entire process.
- Organize transportation activities, including storage of goods, managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary.
- Heeding notes about appropriate procedures for handling transportation, particularly when fragile items.
- Preparing and share way bill with project before time of delivery.
- Ensuring that the facility remains clean and safe for across staff (s).
- Reporting all breakages and spills to Logistics Officer.
- Review freight rates and other transportation costs to keep working costs low.
- To undertake any training and professional development as and when required
- Assist with the purchasing of kit and equipment and other supplies as required.
- Assist with administration work involved in the stores and purchasing function.
- Assist with monthly rolling stock takes and the annual stock take, reconciling inventory records with physical counts.
- Ensure accurate inventory control database systems and records are maintained. Line Manager.
- Responsible for archiving entire logistics documents

EDUCATION

- Bachelor Degree or diploma in Logistic/Procurement, supply Chain Management or Business Administration from a reputable University.

EXPERIENCE

- Prior experience in Logistics Department at INGOs is an added advantage.
- Sound knowledge of shipping processes and metrics

LANGUAGES

- Mission language

KNOWLEDGE

- Essential basic mathematics and use of measuring equipment
- Desirable computer literacy (word, excel)
- Desirable ability to do basic repairs
- Valid driving license is an added asset.
- Strong communication, memorization, and teamwork skills.

COMPETENCIES

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to ACROSS Principles
- Service Orientation
- Stress Management.

If you believe you meet the above qualifications, please send us soft copies of your of Curriculum Vitae (CV), Nationality Certificate, Cover Letter and a written Christian Testimony by email to hrmanager@across-ssd.org , and copy hrrassistant@across-ssd.org headoffinance@across.ssd.org recruitment@across-ssd.org

- **Applications without written Christian Testimony will not be considered**
- Female candidates are encouraged to apply
- Only shortlisted candidates will be contacted
- **This Vacancy is open to South Sudanese ONLY**
- Applications once received are NOT Returnable
- Do not attached copies of your Certificate

N.B. Due to the urgency for this position as the project is an emergency response, applications will be evaluated as they come in and suitable candidate may be selected before the dateline of the advertisement.

