



JOHANNITER

Approved *[Signature]* 9/8 2021

JOB VACANCY

Job Title: Logistic Officer (1 Position)
Organisation: Johanniter-Unfall-Hilfe e.V.
Location: Torit, Eastern Equatoria State, South Sudan
Reporting to: Field Manager
Technically Reports to: Logistic Manager/Logistics Coordinator
Supervising: Logistics Assistants.
Working with: Finance, Logistics, HR and Program Team
Posting Date: 9th August, 2021



Organisation Description:

Johanniter-Unfall-Hilfe e.V. (www.thejohanniter.org) is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the operational unit for humanitarian aid, development co-operation and emergency relief, implementing and supporting health, WASH and Nutrition projects worldwide.

Main Purpose of Job:

Under the direct supervision of the Project Coordinator, the logistic officer will promote adherence of Johanniter logistic system and procedures, maintain good inter-team communications and stimulate positive dynamics and support the stores, transport and logistics functions of Torit office consistent with project objectives

Main duties and responsibilities:

- maintain good inter-team communications and stimulate positive dynamics and support the stores, transport and logistics functions of Torit office consistent with project objectives
- Main duties and responsibilities:
- To organise all logistics processes, including storekeeping and warehousing, transport and vehicle management, inventory and asset management as well as the related administrative procedures, for Johanniter operations.
- To supervise and support the security guards, Drivers and Store-keeper, be responsible for their performance management and development.
- To implement and monitor logistics systems, in accordance with Johanniter policies and procedures.
- To comply completely with the Johanniter South Sudan financial authorisation guidelines at all times.



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- To establish and maintain good contacts with suppliers, government offices, UN agencies and other NGOs with regards to logistical matters.
- To report monthly by the 10th on all logistics activities to the logistic manager/Logistics Coordinator and Juba including the project coordinator using Johanniter logistics reporting procedures and templates.
- Regularly check(up on reports from the cleaner) the maintenance needs of the office and guest house, assess the need using internal or external expertise and facilitate the maintenance work
- To assist the Project Coordinator or head of programs with logistics advice during the drawing up of new protect proposals.
- To perform any other duties as requested by the Project Coordinator/Logistic Manager/Logistics Coordinator.
- Procurement Process purchase requisitions / orders within purchasing authority or advise the responsible staff to raise purchase requisition
- With the procurement committee assigned for the month, Invite, collect, assess, and award/recommend supplier tenders, bids, Quotations, and proposals
- Establish and negotiate contract terms and conditions, and maintain supplier relationships
- Prepare and maintain purchasing records, reports and price lists
- Work with internal and external stakeholders to determine, procurement needs, quality, and delivery requirements
- Assist in the development of specifications for equipment, materials, and services to be purchased
- Administer contract performance, including delivery, receipt, warranty, damages and insurance
- Reconcile or resolve value discrepancies
- Comply with Johanniter logistic policy and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices
- Develop and maintain constructive and cooperative working relationships with colleagues and management Tools and Technology:

Security

- To continually monitors and assess the security of areas in which Johanniter activities and staff movements take place.
- In case of conflict, civil disturbance or arbitrary malicious intent, in consultation with the Project Coordinator, Logistics Coordinator and Logistic Manager at country office, to safeguard vehicles, communications and other capital equipment, either by disabling it, hiding it, or by driving it to safety, under the condition that this effort does not jeopardise the personal safety of any staff involved.

Transport and communication

- To regulate the use of vehicles and communications equipment.
- To install, programme and maintain communications equipment, including telephones, radios, fax and IT equipment seeking advice from superiors and colleagues when necessary.
- Supervise and plan vehicle allocation in order to optimally serve the needs of the programme.



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- Monitor the fuel consumption and maintenance of Johanniter owned and rented vehicles and supervise the skills of the drivers.
- To ensure drivers follow Johanniter regulations & Code of conduct when driving a Johanniter vehicle or a vehicle rented by Johanniter.
- To ensure efficient use and contract management of all rental vehicles.
- To monitor the movements and security of all the field teams by communicating by available means (Thuraya, mobile Telephone etc) in accordance with the security guidelines and current security status.

Program support:

- To make an Inventory of all UNICEF and WFP commodities at the end of each month and submit inventory lists and distribution reports to the Logistic Manager and Project Co-ordinator by the third day of each month in a timely manner.
- To manage and supervise the distribution of supplies to health facilities, including advising the stock status to the concerned program staff
- To manage and supervise the daily logistic requirements of the Stabilisation Centre (SC).
- To be responsible for any repairs or rehabilitation requirements as approved at supported nutrition program centres and nutrition education schools.
- Through the head of drivers to assess and supervise vehicles and motor cycles repairs for the program need.
- To facilitate the procurement of supplies for CLTS, MIYCN and nutrition program.
- To prepare works contracts ensuring technical specifications and supervise the implementation of all works contracts ensuring that they are completed in accordance with contract specifications.

Performance management:

- To clarify job descriptions for staff under your supervision and provide training when necessary in order to build capacity.
- To conduct appraisals in accordance with Johanniter standards for all line managed staff.
- To share update and potential concerns to the Project management related to staff under your supervision.

Administration:

- To ensure that the proper administrative procedures and standards for order follow-up, ordering, stock keeping and dispatch are followed in accordance with Johanniter standards and procedures.
- To maintain a complete filing system of all logistics documents and supporting references in accordance with Johanniter standards and procedures.

Other:

- To oversee the maintenance and upkeep of the office and guesthouse premises.
- To supervise and implement control systems for the use and maintenance of all office and guesthouse equipment and materials.



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Confidentiality:

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of The Johanniter International Assistance acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.

Reporting:

- Maintain up to date records on above functions for provision of reports to supervisor as requested.

Note: The role of the Logistic Officer cannot be limited to the specific duties and tasks detailed herein. The success of the Johanniter humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the Logistic officer will be required to manage all unforeseen issues and circumstances and remain flexible to perform other duties, as and when required.

Qualifications

- Diploma or degree in supply chain and procurement, logistic

Experience

- At least 3 years' experience in the international humanitarian organizations
- Experience in logistic management in multi sectoral projects settings

Technical skill and knowledge

- Good communication skills, approachable, good listener and an easy to talk to person
- Basic IT skills

Abilities competencies

- Ability to work well in a team setting
- Diplomatic, tact and with good negotiation skills
- Self-motivated and have an understanding of gender issues
- Have; a sense of confidentiality, empathy, flexibility, dynamism and good organizational capacity
- Honest, encourages openness and transparency; Always acts in the best interests of all the team members he/she serves in
- Holds self-accountable for making decisions, managing resources efficiently, achieving results
- Should be able to plan his/her own work on daily/weekly/monthly bases
- Should be able to submit reports on time

Language: Fluent and good working knowledge of English and Arabic

The position is open for: SOUTH SUDAN NATIONALS WITH ALL NATIONAL DOCUMENTS.

How to apply; Deliver your updated CV, Motivation letter, certificate copies, reference contacts of three former supervisors as well as job certificates if available and copies of your National ID as single document to the Johanniter Unfall-Hilfe e.v office; **Plot 172, Block B, 2nd Class, Ilangi**



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Residential Area, Torit, Eastern Equatoria State, South Sudan. For location directives, contact: **+211921058030.**

Online applicants should submit their applications through email to hr.southsudan@thejohanniter.org not later than **26th August 2021, 5:00 PM SSD Time.**

Please indicate the title of the position you are applying for in the subject line of your application and only shortlisted candidates will be contacted for the interviews

DO NOT SUBMIT ORIGINAL DOCUMENTS

All the photocopies will remain the property of Johanniter-Unfall-Hilfe e.V.

Qualified female candidates are strongly encouraged to apply



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