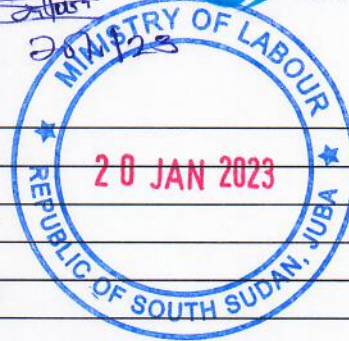


501 H 2
Approved
Labour Dept



| | |
|----------------------|---------------------|
| Job Title | Logistics Officer |
| Location | Juba |
| Reporting to | Country Coordinator |
| Duration of Contract | 6 Months |
| Starting Date | As soon as possible |

1. Who we are?

ShimaHr consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of multiple clients in South Sudan and East African regions.

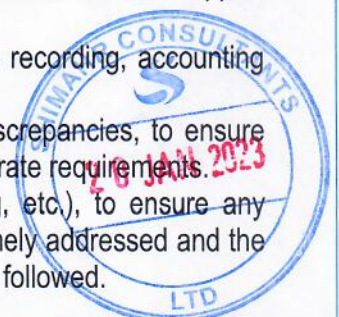
ShimaHr consultants is currently seeking to recruit a Logistics Officer for one of her clients that was founded as a regional Developmental and Relief Agency with an emphasis on Mentor-ship Programs aimed at Enriching & Empowering Youth and women with guidance and Knowledge to help them Excel with Ease in life and is focused to achieve these through its wide range of Innovative & Supportive programs and projects in South Sudan.

2. Position Summary

Reporting to the Country Coordinator (CC), the individual will be responsible for coordinating all logistics related to program activities, including liaising with vendors, travel agents, service providers and partners. To provide specialized support function performing standard logistics/supply chain including warehouse processes and activities to maximize efficiency of the logistics operations and activities in partnership with the key supply chain stakeholders.

3. Responsibilities

- Document events/training, including filing and storing event photos, reports, invitation lists, agendas, etc. electronically and when appropriate, in hard copy form.
- Contribute towards the development of logistics plans and processes ensuring compliance with wider logistics policies and organization standards.
- Support logistics projects or operational day-to-day activities following standard processes and contributing, directly or indirectly, to the effective delivery of materials assistance to beneficiaries.
- Design, plan and lead implementation of innovative warehouse operations and initiatives to ensure timely, efficient, and cost-effective delivery of office requirements.
- Effectively execute transportation arrangements and/or customs clearance process with the service providers, clearing agents.
- Supervise, monitor, and report the performance of the clearing agents, transporters and other ancillary contractors and ensure efficient operations, and provide input in the annual performance review, and ensure that internal control systems are followed and that all relevant records are maintained.
- Responsible for the effective planning and management of warehouse operations, to ensure safe and efficient warehousing and storage of all commodities and supplies.
- Contribute to review of organization's corporate warehouse standards and procedures, to support efficiency and changing business needs.
- Oversee and coordinate the receipt/dispatch of commodities, to ensure accurate recording, accounting, and reporting is available at all times to support decision-making.
- Ensure accuracy of warehouse transaction records including identification of discrepancies, to ensure immediate and accurate reporting on commodity movements in line with the corporate requirements.
- Supervise for inventory management (e.g. physical stock verification, reporting, etc.), to ensure any existing and developing issues with regards to proper stocks management are timely addressed and the organization standard procedures for commodity handling and storage are strictly followed.



- Oversee safeguarding of commodities through providing guidance on and taking initiative towards implementation of preventive measures, to ensure that commodities are preserved in good condition and that quality control actions are initiated as appropriate following organization established procedures.
- Collate data and contribute to preparation of accurate and timely reporting, supporting organization wide view of logistics activities that enables informed decision making and consistency of information presented to stakeholders.
- Support the capacity building of staff and partners for efficient and effective delivery of food assistance to beneficiaries (i.e. through contribution to the training materials).
- Identify and build productive relationships with logistics colleagues and staff within the area of assignment to support an integrated approach to food assistance.
- Follow emergency logistics preparedness practices to ensure the organization is able to quickly respond and deploy food and needed resources to affected areas at the onset of the crisis.
- Act in an assigned emergency response capacity as required to meet emergency food assistance needs.
- Perform any other duties incidental to the above, as required

REQUIREMENTS

Knowledge & Qualification

- University degree in Transport Economics, Supply Chain, Logistics, Engineering, Business Management and Administration, Shipping, Maritime Law or other related field, or First University degree with additional years of related work experience and/or training/courses
- Excellent Customer Services skills.
- Strong Microsoft Office IT skills particularly Excel.
- Proficient in Arabic and English
- A positive can do attitude.

Desirable

- Experience analyzing data (on commodities, funds, etc.) and in report writing.
- Experience in measuring service providers or partners' performance against set KPIs.
- Experience coordinating service providers' contract execution.
- Experience arranging supplier deliveries and the discharge of NGO vessels
- Strong experience with corporate commodity accounting systems
- Excellent IT skills and attitude open for innovation
- Attention to details and meticulous
- Ability to adapt and respond quickly to various stakeholders' requests.
- Ability to demonstrate a client-oriented approach, high sense of responsibility, and courtesy.
- Excellent communication and negotiation skills
- Mature judgment with excellent interpersonal skills

How to Apply:

Interested candidates should submit their application containing an updated CV, Cover Letter, Reference contacts, Nationality ID, Academic documents & relevant certificates to the Human Resource Department by email to Jobs@shimahr.com with the subject line indicating the job title by 16 :30hrs CAT on 10th February, 2023.

Note; Only shortlisted candidates shall be contacted for interviews, Only South Sudanese nationals are legible for participating and Female Candidates are encouraged to apply.

