



POST DESCRIPTION

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MIDL

Approved
~~05/04/2024~~



Position(s) Title: **Logistic Officer**

Organization: Whitaker Peace & Development Initiative (WPDI)

Contract Duration: 1 year with the possibility for extension subject to satisfactory performance

Duty station(s): Juba Country Office.

Opening: 5th.April.2024

Deadline for application: **29th April 2024**

Supervisor: **Finance & Admin Manager**

Report to work: As soon as Possible

The Whitaker Peace & Development Initiative (WPDI) is looking to hire a logistic Officer to support its procurement department in sourcing goods and services in Juba and its field locations as well as the Community Learning Centres (CLCs) in Juba, Torit, Nimule, Lafon, Yambio, Ikwoto, Maridi and Budi.

Background:

WPDI is an international non-profit organization founded by the UNESCO Special Envoy for Peace and Reconciliation, Forest Whitaker, with the mission of helping societies affected by destructive conflicts and gang violence transform into safer and more-productive communities. Since its inception in 2012, WPDI has created and managed peacebuilding and livelihood programs in South Sudan, Uganda, Mexico, the United States, and South Africa.

WPDI is active in South Sudan since in 2012, working in partnership with UN agencies such as



UNESCO, UN Women etc. and local and international organizations as well as development agencies like United States Africa Development Foundation (USADF) and Swiss Agency for Development and Cooperation (SDC), and private sector organizations – Ericsson, Gemini Enterprise Africa, IKEA Foundation, MasterCard, Zain, etc. Our main approach is to empower young people and women as leaders of peace and development in their communities through a unique mix of peacebuilding, conflict resolution, mediation, life skills, ICT training, vocational training, and youth-led community projects as well as programs promoting peace through the arts and sports.

The incumbent is expected to support WPDI's operations on various livelihood activities in close coordination with different donors and partners WPDI is working with to provide training to youth, women and community members in Business & Entrepreneurship, as well as convening Business Boot camps (BBC) and conducting Business Plan Competitions for the participants of the trainings and formulating community-led Income Generating Projects (IGPs) through innovative methods that it has employed across the country in its community engagement works. The objective is to reduce community violence, enhance local capacity for peaceful resolution of conflicts and restore access to livelihoods and basic services.

Main Responsibilities:

Operating from the Juba Office the logistic Officer will work with Finance & Administration and the Program Coordinators of Central, Western and Eastern Equatoria states to source and support the activities in those states.

Under the overall supervision of the Finance & Administration Manager, the oversight of the Deputy Country Manager. the Logistic Officer will be expected to:

Major Tasks:

- To coordinate low value procurement approved for petty cash, direct and large procurement for Country Office.
- To conduct local market research for goods and services.
- To liaise and negotiate with Vendors regarding proposal information for purchases of equipment, materials and services.
- To obtain all necessary financial documentation to support purchases of goods and services.
- To prepare narrative and technical specification inputs for tenders, specifying required quantities types and qualities.



- To provide assistant for Office Moves, reallocations and general distribution of logistic general supplies.
- To maintain logistic related database and have experience with inventory Management
- To draft related logistical correspondence to Business award vendors.
- To participate in tender evaluation and post tender parathion as well as contract management for Vendors.
- Help in dropping and picking staff.
- To under take any other related logistic task as requested by line manager.

Desired work Experience

- Successfully completed Bachelor degree in the following Courses, Public Administration, Business administration, Finance, Procurement and supply chain management or relevant field.
- A minimum of three (3) years' proven or full-time work experience in the field of logistics and procurement.
- South Sudanese National
- Proficiency fluency in English and Juba Arabic
- Be in possession of South Sudanese driving License at least general category.
- Proven ability to work effectively, under pressure and in a multicultural environment.
- Proven leadership experience and proven ability to lead economic management programs and activities, dealing with senior officials, with adequate knowledge and attention to political sensitivity.



Qualifications:

Bachelor Degree in Public Administration, Business Administration, Finance, procurement and supply chain management and any other related field.

Language: Excellent written and spoken English and Juba Arabic.

Apply To: Interested applicants, who should hold South Sudan citizenship, are invited to submit a cover letter (in English and referencing the Job Announcement) accompanied by a full resume,



and Cover letter stating details of educational qualifications and working experience, home and office telephone numbers.

Application had copy can also be submitted at the WPDI office located inside UNESCO Country Office compound.

Female are strongly encouraged to apply.

E-mail: recruitment-south-sudan@wpdi.org

THE POSITION IS OPEN ONLY TO SOUTH SUDANESE NATIONALS

Only short-listed candidates will be contacted.

