



50-H-3
Approved by
S/Inspector of Labour



Job Title:	Project Logistics Officer (Multi-Sectoral Project)
Job Location:	Juba
Reporting to:	Head of Finance
Starting Date:	3rd July, 2023
Closing date:	31st July 2023

Pending Donor final Approval

INTRODUCTION:

ACROSS is an Interdenominational Church base organization which strives to provide humanitarian assistance (including emergency/relief, rehabilitation and development work) to local communities, internally displaced persons, refugees and other vulnerable communities including persons living with disabilities to enable them to realize their purpose and value as human beings. ACROSS in South Sudan is searching for a competent, knowledgeable, skillful and qualified South Sudanese for the position of Project Logistics for the anticipated CBM Germany, BMZ co-funded projects.

Main Job Purpose:

Provides logistic support, oversees the overall logistic processes, manages assets and storage facilities in support of the project objectives and that of ACROSS as a whole in compliance with International Logistics Practices and ACROSS operational procedures

DUTIES AND RESPONSIBILITIES

- Carry out packing, warehousing, and storage tasks in preparation for site-specific program and shipment.
- Oversee client-based queues, plan and allocate tasks to meet configuration requirements.
- Responsible for tracking, receiving, and stocking all items ordered.
- Ensure materials are appropriately stored.
- Manage the repair of vehicles and other equipment.
- Carry out annual property inventory and provide other reports in his area of responsibility.
- Program the final inventory of materials prior to shipment
- Maintain proper records for all material movements.
- Manage and maintain inventory to operating levels to avoid supply chain break.
- Any other task as assigned by the supervisor.



MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

a. Education:

- Bachelor's degree in Logistics, Business administration, Engineering, Supply Chain Management, or in a related field.

b. Work Experience

- Two (2) years' work experience in logistic or supply chain management.
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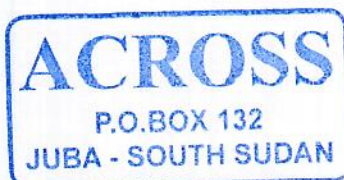
PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- Computer, Microsoft Office
- Inventory Management Package
- A committed Christian of good character and values.
- Good analytical and problem-solving skills.
- Excellent interpersonal, communication and negotiation skills.
- Ability to tolerate and accommodate people with diverse backgrounds at workplace.
- Good planning, analytical and organizational skills.
- Excellent analytical skills.
- Good organizational skills.
- Willingness and ability to adapt to changing work requirements and priorities that may require overtime or extended hours.
- Ability to cope with the pressure of demanding targets and tight deadlines.
- Computer literacy in MS Word and MS Excel.

Desirable Qualifications and Skills

- Knowledge of policies and procedures of the protection.
- Commitment to Child protection, Prevention of SEA and Safeguarding of Adults.
- Commitment to help persons of concern and willingness to cooperate with counterparts.
- Ability to live and work in the difficult and harsh conditions is desirable.
- Computer Knowledge (Microsoft Office-Word, Excel, PPT and outlook email).

If you believe you meet the above qualifications, please send us soft copies of your Curriculum Vitae (CV), copies of relevant Academic documents, Nationality Certificate, Cover Letter and a written Personal Christian Testimony by email to recruitment@across-ssd.org in one file document or deliver hardcopy to ACROSS Main Officer - Juba.



Important to Note: ACROSS has a zero-tolerance approach to conduct such as fraud, sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination, corruption and bribery. All selected candidates will be expected to abide and adhere to ACROSS' standards of conduct and will therefore undergo thorough background checks through a number of means. Selected candidates will also be required to provide additional information as part of the verification exercise. Misrepresentation of information provided during the recruitment process may lead to disqualification.

- **Applications without Personal written Christian Testimony (Not letter from the church) will not be considered.**
- The position is open only to South Sudanese with professional and technical skills in multi-sectoral project logistics management.
- Only shortlisted candidates will be contacted.
- Applications once received are NOT Returnable.



End

