



Vacancy Announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually in some 25 countries throughout Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for a motivated candidate to fill the position of a **Logistics Manager** to be based in Wau office, under the supervision of the **Program Coordinator**.

Job Title: Logistics Manager
Job Location: Wau
Report to: Program Coordinator
Staff directly reporting to this position: Logistics Officer
Deadline: 9 January 2024 before 4:00 pm

SUMMARY OF RESPONSIBILITIES

The Logistics Manager is responsible for ensuring the implementation of Malteser International (MI) and donor standards in Western Bahr El Ghazal of logistics, procurement, fraud and corruption for Wau and Uyujujy locations. The Logistics Manager ensures that appropriate systems and procedures are maintained and adhere to so that all operational support functions are carried out effectively and efficiently. He/she monitors and reviews the operational management and reporting systems in regard to compliance with MI and donor standards and develop measures for a better operational management.

KEY TASKS AND DUTIES

1) General Management Support (30%)

- Ensures the Wau and Uyujujy Offices are provided with the necessary operational support and the offices and programs run smoothly without hindrances or interruptions (keeps office and guest house contracts, vehicle registrations, IT services, staff permits etc. up to date),
- Oversees the management of the Wau and Uyujujy Offices including fixed and non-fixed assets and keeps other resources in accordance with MI procedures and regulations,
- Compiles a comprehensive monthly internal country report that covers all relevant operational support information following MI's requirements, formats, and standards,
- Maintains regular communication with logistics staff of all field sites in order to provide support and advice as required,

- Ensures ongoing capacity building of logistics staff by means like on-the-job training including training of new staff in order to secure the fulfilment of their duties,

2) Procurement and Logistics (55%)

- Crosschecks the logistics and procurement management tools required by MI and donors (including but not exhaustive: inventory lists, vehicle management reporting, supplier vetting, standard price lists etc.), evaluates and reports the findings to the location and HQ and if necessary, develops measures for a better logistics management,
- Ensures project managers make annual procurement plans,
- Coordinate's procurements of supplies and services including transportation in close cooperation with the project managers,
- Monitors all procurement and their documentation and ensures MI is getting value-for-money for all supplies and services,
- Coordinates, supervises and monitors a vehicle maintenance plan, regularly update vehicle matrix and ensures proper safety mechanisms (minimum of fuel, first aid kit, training of drivers),
- Leads or participates in identification of key supplies/service providers and contracts such as office, taxi/local transport, banking, money transfer, guest house, hotel etc.,
- For procurement of more than 1,000 EUR, project managers have to send their requests to the Logistics Manager, for procurements less than 1,000 EUR, project managers directly address the responsible logistics officer in their location,

3) Establishing of internal anti-corruption control mechanisms (10%)

- Establishing, streamlining, follow up of internal anti-corruption control mechanisms,
- Reporting of suspected corruption and fraud cases to Country Coordinator and HQ,
- In procurement more than 1,000 EUR, the Logistics Manager will visit suppliers selected for delivery of goods and ensure they have the right quantity, quality of goods and also legal requirements for operating a business in Western Bahr El Ghazal before signing of contracts,

4) Others (5%)

- Ensures support in opening, rearrangement and closing (including assets) of locations,
- Monitors partner projects in regards of logistics management in case of free capacities and in agreement with HQ.

5) Reporting

- Reports to the Country Logistics and Security Coordinator in South Sudan and works with project managers and Administrator at the HQ.
- In coordination with the CC, PC, CLSC, PMs, PM HQ, PA HQ provides substantial input to the donor reports on the logistical aspects of project implementation.
- Carries out other relevant duties as assigned by Program Coordinator and Country Logistics and Security Coordinator.

Qualifications and Experience:

Requirements:

- Bachelor's degree and/or postgraduate in Supply Chain,
- Previous experience in logistics management and program cycle management,
- Minimum 5 years' INGO experience in a management role, preferably as Logistics Manager or Logistics Officer,
- Experience working in high security demanding environments,



**Malteser
International**

Order of Malta Worldwide Relief

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

- Candidates must have a strong understanding and experience of Humanitarian Principles
- Highly organized, detail oriented and able to work under pressure,
- Substantial experience in logistics, including procurement, supply chain, fleet management and inventory, ICT and information systems,
- Good experience and knowledge of effective financial and budgetary control,
- Experience communicating in different cultural work environments,
- Experience in dealing with local authorities, national and international NGO's /UN bodies,
- Excellent people management, analytical, problem solving, negotiation, interpersonal and communication skills,
- Written and spoken proficiency in English,
- Good anticipation, planning skills, especially in changing work contexts,
- Experience with performance management for staff, including evaluations, goal setting and creation of professional development plans,
- Highly proficient use of Office 365 and familiarity with other commonly used Microsoft applications and software,
- Excellent organizations skills (e.g., time management, team management, and resources management)

How to apply:

- Qualified South Sudanese National who met the above requirements can submit their applications either by email addressed to: nermin.silajdzic@malteser-international.org
- Hard copies of application, CV, Scan copies of your relevant certificates, salary expectation with three professional references can be dropped at the reception of:
 - **Malteser International Wau Office Hai Daraja Next to CARE International.**
 - **Malteser International – Country Coordination Office, Plot No. 246 Block 3k South, 2nd Class - Behind Indian Embassy, Tong Ping**
- Please indicate the job title in the email subject line,
- The deadline for application is on **9 January 2024 at 4:00pm**,
- No phone calls.
- Only short-listed candidates will be notified for written tests and personal interviews.

