



VACANCY ANNOUNCEMENT



POSITION	Logistics Coordinator
LOCATION	Juba
START DATE	ASAP
REPORTING	Assistant Country Director for Systems
POSTING DATE	21 st September 2020
CLOSING DATE	8 th October 2020, 5:00PM

General Description of the Programme:

GOAL is looking for a talented and motivated national staff member to join our team as Logistics Coordinator. This is a great opportunity to work in an International NGO and help GOAL in delivering its programmes that transform lives every day.

Established in 1977, GOAL is an international humanitarian agency dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 13 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods. GOAL has been working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work.

Job Purpose:

The purpose of this role is to oversee, and be accountable for, the implementation of sound logistics (assets, fleet, premises and stores) practice by the GOAL South Sudan team ensuring maximum efficiency, effectiveness, flexibility and responsiveness to the needs of the programme while adhering to donor. Government and GOAL procedures and regulations. The LC is expected to be field focused ready willing and able to travel to remote parts of South Sudan to support the team in capacity building and programme implementation. The LC is expected to be field focused: ready, willing, and able to travel to remote parts of South Sudan to support the team in emergency response, capacity building and programme implementation.

Duties & Responsibilities:

Coordination & Information Sharing:

- Ensure that staff understand and follow GOAL logistics management processes and practices
- Ensure proper Logistics management practices and procedures are in place and maintained according to GOAL standards for accommodation, assets, warehousing, transportation and commodity distribution systems.
- Ensure timely reporting on stock status and help programme staff with planning of stock replenishment ensuring accurate tracking of supplies through to the end-user,



- Communicate to budget holders and requestors immediately on any anticipated logistics delays or difficulties clearly outlining the reasons for the delay and the steps taken to resolve problems,
- Maintain weekly communication with each field site ensuring that field reports are received, reviewed and constructive feedback given as needed,

Management:

- Review the logistics core cost budget versus actual with the ACDS and support in the preparation of the annual core costs budgets and revisions as needed,
- Directly manage the Juba based logistics staff working with the team to ensure a fair allocation of tasks, monitoring performance, and providing on-going training in roles and procedures,
- Work closely with Field Operations Managers (FOMs) to provide support and direction (technical) to field-based logistics staff,
- Ensure that guidance, mentoring and monitoring on all GOAL logistical procedures and policies are given to all the logistics team, in particular the field logistics team.
- Where applicable deliver training for GOAL staff (and GOAL partners' staff) to increase their knowledge and responsibilities in order to ensure sustainability of programmes.
- Ensure performance management systems are in place for all logistics staff including training plans.
- Liaise/coordinate with the HR Manager on personnel issues including recruiting and discipline procedures of staff in accordance with GOAL HR policy and Labour Law
- Ensure that Logistics succession planning is developed in coordination with annual planning.

Logistics Technical Areas:

Stores & Premises:

- Ensure stores systems and procedures are in place to adequately manage and report on stocks in compliance with GOAL's Logistics Manual and in accordance with donor requirements,
- Ensure that the storage facilities/warehousing are secure, fit for purpose, managed and meet health and safe working practice requirements, including for food commodities
- Ensure all standards and exercises for stock accountability and records are in place and managed,
- Ensure that stock utilization and replenishment systems are adequate to maintain supplies of basic commodities to facilitate the smooth operation of the programme.
- Liaise with programme staff to ensure stock usage and distribution reconciliations are completed on a regular basis
- Oversee an effective system for the maintenance and security of all GOAL Offices, residences and stores and ensure they conform to recommended insurance, health and safety standards.
- Act as Contract Manager for all Juba based premises contracts and provide support and guidance to Field Operations Managers to carry out this function at the field level.

Fleet & Assets:

- Work with the GOAL Safety & Security Coordinator to ensure maximum safety for, in and around GOAL fleet movements,

- Oversee the management of all transport and fuel issues; responsible for ensuring that all statutory requirements are met, Fleet guidelines are followed, records are maintained and analysed.
- Working in coordination with the Safety & Security Coordinator ensure that all communications equipment is operational, used in line with communications equipment policy and national legislation, and that requisite training is provided to staff on usage protocols
- Liaise effectively with programme and finance staff on the cessation of grants to ensure assets and stock are disposed of in accordance with GOAL, donor and national policies and regulations
- Oversee the maintenance of a live, up-to-date Fixed Asset Register ensuring all assets are labelled and current locations of all assets are known and reported,

Reporting & Meetings:

- Share short weekly Procurement report highlighting key achievements, challenges and difficulties encountered by the logistics team and proposing solutions
- Attend weekly System meetings,
- Prepare for and present at Grant Management Meetings,
- Prepare monthly logistics reports to HQ on 01 of each month,
- Contribute to Logistics sections of internal and donor reports as needed, including analysis of efficiency, effectiveness, challenges encountered etc.

Requirements:

Essential

- At least 3 years progressive management and leadership experience in Logistics within the humanitarian or development sectors
- Computer literate with strong skills in Microsoft Excel, Word and PowerPoint
- Demonstrated understanding and experience of using and managing internal systems and processes,
- Experience and/or understanding of working/complying with institutional donors and contracts,
- Good resource management and planning skills,
- Attention to detail and ability to see beyond system problems and initiate solutions,
- Sound numerical and analytical skills,
- Ability to work well with diverse teams, and under pressure, often managing multiple requests and liaising with staff at different levels,
- Good interpersonal and communications skills, often with people at a distance, self-motivated team player,

Desirable

- Degree or professional diploma in Logistics, Supply Chain Management, Business Management or related field.
- Experience of capacity building, preparation of materials and delivery direct and/or remote training,
- Experience of using distance (online) learning tools and platforms,
- Knowledge and awareness of GOALs logistics procedures,

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Equal Opportunities

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion or gender. All interested and qualified candidates are encouraged to apply.

Safeguarding

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Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

General Terms and Conditions

This Vacancy Announcement only serves as a guide for the position available. GOAL reserves the right to change this document.

HOW TO APPLY

Email your cover letter, CV and scans of certificates to goaljobs@ss.goal.ie
State the position you are applying for in the email subject line.
Note: GOAL can only receive emails of 5MB or less. GOAL will not be liable to emails not received

Closing date: 8th October 2020, 5:00pm, Applications received after this will not be considered.

Please note that only shortlisted candidates will be contacted.