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Approved by
Stamps/et al

**USAID Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity
SCOPE OF WORK**

TITLE: Logistician (Officer/ Specialist)
DURATION OF CONTRACT: LTTA
LOCATION: Juba, South Sudan
SUPERVISOR: Procurement Specialist/ Manager



Project Background:

The purpose of the Gender Aware Sustainable Water, Sanitation and Hygiene (WASH) Activity is to expand gender-transformative sustainable access to basic safe drinking water, basic sanitation coverage, and increase uptake of key hygiene behaviors to improve health and household resilience in accordance with USAID/South Sudan's Strategic Framework. Over 5 years, the Gender, Aware, Sustainable WASH Activity intends to implement WASH improvements across the following 13 counties in South Sudan – Mayendit, Leer, Panyijar, Jur River, Wau, Kapoeta North, Budi, Baliet, Ulang, Akobo, Uror, Duk, and Pibor.

Position Summary:

The Logistician (Officer/ Specialist) is responsible for supporting the acquisition of goods and services for program operations and activities in accordance with regulations, policies, procedures of USAID and DT Global. The Logistician is expected to initiate the procurement process and maintain thorough recordkeeping and filing of all procurement documentation in accordance with USAID rules and regulations and DT Global policies and procedures on file storage. Additionally, the Logistician is responsible for overseeing and managing all air and road movements within the Juba office, including movements of staff and cargo from the Juba office to locations around South Sudan. Reporting to the Procurement Specialist/Manager, the Logistician is responsible for liaising with the finance, administration, programs, and security department staff to ensure the most safe, cost-effective, and timely purchase and movement of goods possible within the parameters of approved activities and budgets. They are also responsible for liaising with project drivers to coordinate staff movements in and around Juba.

This position may be hired at an Officer or Specialist level, with applicant's CVs assessed based on the qualifications listed below.

Duties and Responsibilities:

- Actively participate in the daily coordination of project procurement activities
- Assist Program and Operational personnel in regular procurement planning meetings as required
- Assist staff as needed on creating clear and concise purchase requests and other documentation
- Maintain paper and electronic records of purchases made for operations and activity implementation and ensure the required documentation of supplies and transactions are completed to DT Global South Sudan standards
- Verify, organize, and upload all procurement documentation to DT Global's procurement workflow and filing systems following all the steps required to obtain the necessary approvals
- Draft and complete all necessary forms for the purchase of materials, goods, and services in accordance with USAID regulations and DT Global policies and procedures
- Support timely procurement actions including the delivery of materials, verification of procurement documentation and accuracy of invoices, and submit all necessary documents to the Finance Unit for payment, including the Operating Cash Request, Invoice, Waybills, and Purchase Orders
- Assist in obtaining quotes/offers for services and goods, and participate in the preparation and analysis of offers, vendor selection, and completion of the purchasing process in accordance with USAID regulations, and DT Global policies and procedures
- Support the pre-qualification of suppliers under the supervision of the Procurement Specialist/ Manager when needed



- Assist in carrying out market surveys and visits to vendors to inspect goods and stocks
- Ensure the timely delivery of goods and services, confirm materials received, ensure proper documentation of receipt and delivery, and verify accuracy of relevant invoices
- Receive goods from suppliers or ensure that goods are delivered directly to the recipient and/or beneficiary, if applicable, and ensure that all delivery documentation is in order
- Coordinate with vendor and warehouse teams on delivery of items including completion of Goods Received Notes, storage of items and transfer of items to field sites
- Request and review tax registration and vetting for all suppliers of goods and services
- Provide the necessary information and documentation on purchases to the program team for procurement-based activities, and upload these to appropriate databases
- Maintain professional communication with all suppliers and assist in updating vendor lists
- Ensure compliance with established DT Global South Sudan, USAID, and South Sudanese laws
- Prepare status reports on deliveries and recipient of supplies
- Assist in the maintenance of thorough procurement files as outlined in the procurement policies
- Assist in the management of assets by identifying assets during the procurement process and update asset and facilities logs upon receipts of assets
- Ensure cost effective and timely procurement for the operations and program requirements from the Juba and field sub-offices as assigned, closely aligning to all established procedures for DT Global South Sudan and USAID procurement rules and regulations
- In coordination with the program staff, ensure that all purchases for Program Activities fall within the approved budgeted amount, or take appropriate action with the program staff prior to completing procurement
- Manage all domestic and regional flight reservations for project staff, consultants, and grantees when relevant – sharing tickets and flight info in advance of flights
- Maintain a robust flight tracker to ensure that all planned movements are being shared properly, and to allow for comparison with later invoices from flight service providers
- Manage relationships with all travel-related vendors including UNHAS, MAF, travel agents, and charter companies
- Regularly update a list of commercial flight and charter companies operating in South Sudan and obtain their flight itineraries to ensure proper travel plans can be made
- Manage Blanket Purchase Agreements (BPAs) for charter flight companies and road transportation companies, including creating and issuing Task Orders, maintaining files for individual BPAs, and tracking BPA spending against the ceiling and reconcile with finance department at the end of each month
- Recommend and book optimal transportation modes, routing, and equipment type, for delivery of staff and goods to field sites
- Coordinate all cargo shipments –by road and air – out of Juba, in partnership with the warehouse team, the procurement team and the program team to ensure prompt, efficient and cost-effective cargo shipments
- Coordinate with field teams to ensure effective coordination of goods being dispatched and have organized loaders, storage, and transportation for items being delivered
- Review all travel related invoices obtained from WFP/UNHAS and BPA Holders for accuracy and suggest/provide corrective measures, and submit to finance on timely basis
- Maintain a working knowledge of all travel rules and restrictions, and help staff, consultants and grantees obtain all necessary paperwork to facilitate planned travels
- Coordinate accommodation facilities for project staff on duty to Juba or field, as well as arrange for conference facilities in Juba and keep track of spending and relevant BPA threshold limits
- Ensure all relevant documents and transit and goods insurance coverage are obtained for road and air cargo movements before start of transportation
- Coordinate with project drivers to ensure safe and timely passage of staff and goods transported in/around and to/from Juba
- Other tasks as assigned by supervisor

Education and Certifications:

- Completion of secondary school required, with collegiate, technical education, or certificate in management, administration, finance, or a related field of study strongly preferred. A combination of a post-secondary Diploma in a relevant field and additional relevant professional experience may be considered

Key Position Competencies and Experience:

- Between one to three (1 – 3) years of experience (Officer), or between three to six (3 – 6) years of progressively responsible experience (Specialist) in procurement, logistics, or relevant field required, particularly for an international development implementing partner or Non-Governmental Organization
- Minimum one (1) year of experience (Officer), or between two to five (2 – 5) years of experience (Specialist) in procurement and logistics roles with USAID and other donor funded projects
- Prior experience working on USAID-funded projects in the humanitarian and international development sectors preferred, particularly on grant-making programs
- Proficiency in all standard Microsoft Office programs, particularly Excel and Word
- Experience in overseeing travel and transportation responsibilities for a large donor-funded program in South Sudan
- Effective written and oral communication as well as interpersonal skills
- Demonstrated problem solving and analytical skills and good judgement
- Be proactive, have strong prioritization skills, ability to work cross-culturally, and ability to meet deadlines under pressure
- Ability to work with tact in a diverse, multicultural environment
- Possess demonstrated leadership skills, humility, and self-awareness
- Ability to communicate clearly and concisely, both written and verbally in English and spoken Arabic required and other local languages preferred (Officer), and fluency in written and spoken English and Arabic required and other local languages preferred (Specialist)
- Position open to South Sudan nationals only

DT Global Core Competencies:

- **Teamwork:** Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust, and commitment
- **Communication:** Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of skills and displays openness to other people's ideas and thoughts
- **Adaptability:** Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment
- **Customer/Client Focused:** Anticipates, monitors, and meets the needs of customers and responds to them in an appropriate and responsive manner
- **Diversity & Inclusion:** Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly
- **Professionalism:** Displays appropriate and ethical behavior, integrity, and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal

Application Process:

To apply, please send your CV and Letter of Motivation **as one single document** to gaswash.recruiting@dt-global.com. Your attachment must be less than 1 megabyte in size; your CV must include your full name, email, and phone number; and **DO NOT** submit any other recruitment documents at this time. In the email subject line, include the **title AND location** of the position

you are applying for, as advertised at the top of this job vacancy announcement. Please **apply electronically**, DT Global South Sudan will not be accepting paper copies at this time. Only candidates who are short-listed will be contacted. **The deadline for submissions is Monday, December 20, 2021, at 05:00PM (17:00), CAT.** Emailed CVs received after this time will be considered only at DT Global South Sudan discretion.

DT Global South Sudan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.

