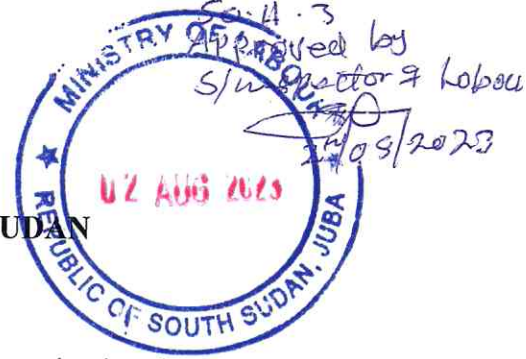




Plan International South Sudan  
www.plan-international.org  
Tel: +211 922 555 089  
P.O. Box 182, Hai Cinema. Juba



**PLAN INTERNATIONAL SOUTH SUDAN**  
**JOB ADVERTISEMENT**

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

**In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of "Logistics Officer – Juba".**

**No. of Vacancies (1)**

<b>Job Title:</b>	Logistics Officer
<b>Tenure</b>	12 Months (With Possibility of Extension)
<b>Grade</b>	C2
<b>Department</b>	Supply Chain Department
<b>Reports to</b>	Roving Supply Chain & Contract Management Coordinator
<b>Location</b>	Country office – Juba

**Purpose of the Role:**

Plan International South Sudan programme is highly dependent on grant funding, much of which is for emergency response projects. The incumbent will work with Roving Supply Chain & contract Management Coordinator to ensure movement of goods / services are delivered to final consumer thus ensuring Plan International South Sudan fleet is in good conditions and within best supply chain principles and practices. The position is responsible for managing logistics in Supply Chain department while adhering to Plan International policies, procedures and donor regulations.

**Key Accountabilities:**

**Transport & Distribution of Supplies 20%**

- Prepare the necessary transport mode and its relevant documents for the delivery of supplies from storage sites to the beneficiary location or other agreed point of distributions.
- Put proper distribution documentation are in place for accountability, such documents to include, goods received notes, distribution forms and reports, beneficiary lists as well as specimen signatures of the people receiving Plan goods and materials.



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- Put in place distribution plans before commissioning goods to a distribution site to avoid unnecessary storage of goods and materials.
- Put transportation contracts and ensure the contracts are signed with the selected transporters before the transportation of goods and services.
- Put in place documentation for goods or materials being transported such as waybills, GRNs and ensure the same is received and signed by the intended receiving persons.
- Ensure transported materials are properly packed as per the request by the users
- Keep track of the goods being transported to the distribution sites for better accountability.
- Coordinate with the programme staff for proper distribution of goods taking into account safety of the goods.

### **Vehicle Fleet management –Track points 25%**

- Maximise fleet efficiency and effectiveness through planned resource allocation in accordance with Plan guidelines.
- Actively coordinate with out-sourced workshops regarding maintenance and repairs
- Ensure that all vehicles involved in movement of staff and supplies are in good mechanical condition and equipped with essential equipment for emergency operations
- Prepare Monthly Supply Chain reports and control and accountability of fuel supplies and usage including contingency planning.
- Implement and direct Plan standard vehicle policies and procedures, with particular attention to safety and security issues.
- Manage all aspect of accidents including insurance, Police and Plan International policies.
- Manage and be accountable for the vehicle fleet, ordering and inventory management of all vehicle related parts and consumables.
- Periodically monitor and analyze the fuel consumption and ensure its efficiency.
- Ensure drivers keep records of their journeys through a log books.
- Ensure staff comply with the vehicle use procedures at all times.
- Coordinate with the Security Manager to ensure that all vehicles are equipped with safety equipment including radio communications, satellite phone, etc. and safety of Plan staff and materials while being transported.
- Actively engage to ensure efficient fleet management including repairs and servicing.
- Ensure that all vehicles carry the required on-board documentation and that all documents are kept current (including insurance).
- Ensure that all vehicles are maintained in efficient manner. Schedule timely and regular preventive maintenance of all vehicles and Generators in all offices.
- Ensure that regular meeting is taking place with the drivers, and reports any concerns to the Supply Chain lead.
- In charge of the supervision and building of fleet staff team.
- Participation in garage selection process to ensure quality garages are selected.
- Ensure all fuel requests from both country office and field location have approved purchase requisition before the fuel is issued.
- Create SAP purchase requisition for the vehicle maintenance and services as needs arises and as per specifications.
- Manage taxis hired for Plan International South Sudan business.



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- Ensure all drivers have valid driving documents as required by the Government of South Sudan traffic act.
- To ensure all Plan international South Sudan vehicles are maintaining and serviced in time.
- To ensure all Plan international South Vehicles have valid insurance covers.
- Post vehicle maintenance costs into track point system.
- Supporting visitors and Plan International activities/staff at the airport.

#### **Records and Warehouse Management 25%**

- Checking quality and quantity of items received and released and that the correct procedures are adhered to.
- Ensure there is a system in place for casual labors and also systematic payment system is in place.
- Ensure the warehouses commodities are recorded, coded and regular inventory is taken.
- Ensure systems for documenting, loading and off-loading of in-coming and out-going items in the warehouse are put in place
- Make sure that the relief goods are safe and arranged orderly inside the warehouse
- Ensure maintenance of updated inventory records along with necessary reference documents.
- Carrying of monthly stocks counting and record reconciliations and report to Logistics & Procurement Specialist and FAM/FAC/PIA in the sub-offices.
- In consultation with Commodity Tracking Officer and Storekeepers develop a material tracking system to track movement of goods and materials in and out of the warehouse.
- Ensure goods and materials in the warehouses are stored according to the donor's requirements and regulations.
- Monitor to ensure compliance with FIFO and other systems depending on the needs and nature of the goods and any damaged materials are separated from the sound stock at all times.
- Seek proper authority for disposal of damaged goods and materials and ensure correct disposal procedures are followed when disposing the damaged materials from the warehouse.
- Ensure safety and security of the warehouse at all times.

#### **Asset Management 15%**

- Each Asset is physically labelled / 'tagged' with a unique reference number which clearly identifies the asset as the property of the organization. Asset movements are controlled enabling accurate and timely tracking and reducing the risk of asset loss / damage. Ensure adequate maintenance of the fixed asset register and stock inventories.

#### **Staff Management: 5%**

- Supervise drivers at the country office through regular performance objective setting and review;
- Create a culture of skills transfer through planned training/coaching of staff to efficiently run logistics services in the program

#### **Supply Chain Department reports 5%**



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- Prepare Supply Chain Monthly reports; purchase requisition tracking report procurement tracking reports, tender update reports, weekly invoice tracking reports and narrative reports and submit to Logistics & Procurement specialist

### **Safeguarding Commitments:**

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

### **Dealing with Problems/Risks**

- Managing internal and external communications in a multicultural environment
- Managing communications in emergencies
- Dealing with high demand for analysis of documents and situations and provide policy and advocacy recommendations
- Quality time to analyse and interpret situations in country context and find appropriate responses
- Intercultural understanding and communication needed
- Serving as brand ambassador for Plan International in South Sudan at field level
- Prepared to work long hours to meet deadlines

### **LEADERSHIP COMPETENCIES**

- Setting and communicating ambitious but realistic work goals and priorities, explaining how these contribute to Plan International's purpose.
- Setting high standards for self and others' behaviour, inside and outside work. Championing our values and commitment to rights, gender equality and safeguarding. Supporting the health, well-being and both physical and psychological safety of our staff, including their safety to speak out.
- Holding self and others to account for what we have agreed, dealing with poor performance quickly, firmly and constructively.
- Creating a positive team spirit, helping people work well together, to reflect and continuously improve the efficiency and quality of what we do.
- Collaborating with team members, colleagues and partners in finding creative solutions to problems by sharing information, experience and ideas and actively seeking their input.
- Motivating and developing others by taking an interest, giving constructive feedback and praise, ensuring they are properly trained and helping them develop their potential.
- Positive about change and supporting others in adjusting to it, helping them understand.

### **BUSINESS COMPETENCIES**



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- Are aware of the values and the global strategy and understands why Plan International's purpose is so important in advancing children's rights and equality for girls globally. Understands and applies the principles of workplace safeguarding.
- Understands the planning procedures relevant to their role and contributes to annual planning where possible.
- Managing people and information including skills in assessment and coaching, evidence-based management and digital working, including personal digital skills.

### Communications and Working Relationships:

#### Internal

- Logistics & Procurement Specialist
- Director Program Operation
- Program teams, Emergency Response teams
- Country Finance teams,
- Supply Chain Team
- IT team

#### External:

- Local Partners.
- Vendors.
- Communities.



### Knowledge, Skills, and Experience Required to Achieve Role's Objectives:

Successful candidates will possess;

#### Knowledge

- University degree preferred in Supply Chain Management, Business Administration, Transport or related field from a recognized University
- Diploma in the above mentioned field with three years' experience in a busy institution
- 2-3 years of professional work experience in logistics management in a humanitarian setting
- Demonstrated capacity for self-organization.
- Experience in managing day to day interactions with contracted external service providers and analyze their performance.
- Ability to be proactive, prioritize, multitask, and perform efficiently and effectively with individuals in a fast paced working environment
- Ability to identify potential problems before they occur. Proactive in preparation and uses initiative in response

#### Skills

- Strong negotiation,
- Understanding of total cost of ownership.
- Understanding and ability to execute Plan International procedures.



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- Understanding of supply base, comprehension of terminology and mastery of procurement processes.
- Market analyses ability, supplier analysis and selection.
- Strong analytical and problem solving skills
- Computer literate in the use of relevant software and other applications
- Excellent verbal and written communication and presentation skills; in English
- Excellent mathematical skills and attention to detail.
- Excellent interpersonal skills, including the ability to build relationships with colleagues at distances;

## PLAN INTERNATIONAL'S VALUES IN PRACTICE

### We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

### We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

### Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

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### **Level of Contact with Children:**

- High level of Contact with Children:

### **Inclusion and Diversity.**

Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

### **Employment of Relatives:**

Plan International South Sudan is an equal opportunity employer. However, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

### **Application Submission Details:**

All applications marked on the right hand corner of the envelope “**Application for the Position of “Logistics Officer – Juba”**” should be addressed to:

**The Head of People and Culture  
Plan International South Sudan  
Juba, Hai Jerusalem.**

Applications should be submitted in hard copies to Plan International Office in Juba. Or you can submit them via this email: [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

**The closing date for receipt of applications is before close of business on Monday, 21<sup>st</sup> August 2023.**

**Note: Applications submitted are non-returnable.**

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