

50-H-3
 Approved by Senior Inspector
 MULICENT
 17/10/2024



Job Advert-Logistics Manager

Position title	Logistics Manager
Position in duty Station	Juba
Duration	12 months with possibility of extension
Working Day/time	From Monday - Thursday (07:30 AM - 05:00 PM) & on Friday from 7:30am-12:30pm
Salary	According to HI salary grade
Line Manager	Deputy Country Director, Country Director
Date of Advert	17 th October 2024
Closing Date	6 th November 2024

Contextualization¹

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with disabilities. The operational context in South Sudan today is considered largely humanitarian/emergency while phasing in resilience programming.

Under the responsibility of the Country Director, in collaboration with the country coordination services and based in Juba, the Logistics Manager contributes to the implementation of the mandate and the 10-year global strategy of Humanity & Inclusion. The Logistics Manager ensures the efficient management of logistical resources for the country for South Sudan. S/he is the point person for the Country Director, and as such informs him/her of any problems and suggests solutions within his/her scope of responsibility. S/he is a key player in the rollout and implementation of HI's logistics standards, consisting in a reworking of the positioning of logistics at HI and the assertion of the principle of the professional channel.

Missions / responsabilités²

- 1.Strategy and steering**
- Steers logistics strategy and functioning through the active promotion of HI's institutional policy and the optimization of resources
 - contributes towards the drafting, revision and implementation of operational strategy (stratop) within his/her scope of responsibility
 - contributes to incident reporting within his/her scope of responsibility
 - represents HI externally on logistics matters concerning his/her geographical area (e.g. forums, operational and strategic alliances); Ensures the development of local partnerships necessary to the development of his/her area of activity
- 2.Standards and Accountability**



- ensures respect and application of HI standards for the whole of his/her professional sector, with regard to policy, processes and tools
- adapts and contextualizes these standards according to specific local characteristics.
- oversees internal control for his/her whole area of responsibility
- guarantees compliance with and application of institutional donor rules on all the projects implemented within his/her scope of responsibility.

3. Operational Logistics Management

- Defines the impact of logistical requirements on the budget (log. support);
- Structures the human resources concerned by logistics
- Defines supply plans and purchasing strategy.
- Adjusts the supply plan after every project review
- Takes part in the preparation of donor reports.
- Manages equipment and IT related issues
- Manage the fleet and facilities
- Manage archives
- Generate periodic reports

4. Management

- Assumes the role and stance of manager with regard to his/her staff:
- Fosters a team spirit and team works to ensure the necessary synergies between the divisions
- Contributes towards the professional development of his/her team members sets individual objectives, ensures that the know-how and motivations of his/her staff meet the organization's needs
- Embodies and transmits HI's values, ensures respect of its code of conduct and institutional policies and is vigilant with regard to expected attitudes and individual and collective behaviors.

Other skills and qualities

- Leadership inspires confidence, motivates, sets the example, takes and assumes decisions
- Planning and management
- Pragmatism, capacity to adapt with agility
- Collaborative
- Outstanding organizational skills
- Clear communication skills
- Compliance comprehension
- Technological proficiency
- Professional problem-solving skills



Academic Level

- **Masters in Logistics and Procurement or supply chain, Business Administration or related fields and/or a bachelor's degree in procurement and Logistics or supply chain, business administration plus a certified paper from accredited institutions like CILT, CIPS will be an added advantage**

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Application Submission

All hard copy applications must be submitted to Humanity & Inclusion (HI) Country Office not later than 6th November 2024 or by email to recruitment@southsudan.hi.org Due to urgency of this positions, all applications will be reviewed on a rolling basis.

Please Note:

01. This position is open to South Sudan Nationals only
02. Persons with special needs (Disability) and female applicants have added advantage and are encouraged to apply
03. This job description may be modified to align with the specific changes in the needs and context of the organization



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