



Norwegian People's Aid

South Sudan



Vacancy Announcement For Logistics Coordinator Based In Juba

Norwegian People's Aid (NPA) South Sudan is an International Non-Governmental Organization involved in humanitarian, relief and long-term development cooperation in South Sudan. NPA has worked in South Sudan since 1986 and currently runs the following programs: Civil Society Development, Humanitarians and Resilience Program,

NPA wishes to recruit a highly competent, proactive and self-driven individual (**South Sudanese National Only**), for the position of **Logistics Coordinator** based in Juba.

The contract for this position is Definite Contract with possibility of extension based on performance and funding.

Purpose of the Position:

This Logistics Coordinator will oversee Warehousing, Fleet, Assets and facility contracting. He/she will provide technical oversight, management and capacity building for the Logistics Functions in South Sudan.

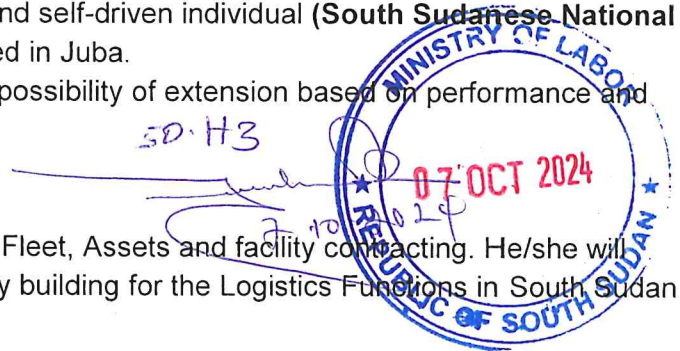
Duties and Responsibilities:

Procurement:

- Ensures strict adherence to procurement policies implemented by the Procurement team.
- Develops and supervises procurement plans for all programs, ensuring their successful implementation.
- Maintains and reviews procurement reports, track progress and identify areas for improvement.
- Collaborates closely with the Logistics and Safety Manager and the logistics teams to ensure alignment with standard operating procedures (SOPs) and policies.
- Provides leadership for planning, direction, control and evaluation of all work associated with procurement
- Manages procurement budget for assigned tasks/interventions as required.
- Plans, directs and manages a wide variety of procurement activities related to the purchasing and contracting of materials, equipment, and services on a competitive basis
- Manages procurement processes and monitoring of contracts, bids, tenders, and purchase orders as per organization and donor policies and procedures
- Ensures a transparent Procurement tracking system and audit compliance filing systems.
- Review all Procurement documentation ensuring compliance with the organization's policies, procedures and thresholds as per the logistics manual.

Asset and Inventory Management:

- Implements robust asset tracking procedures to ensure the proper management of NPA assets.
- Takes accountability for the successful release and tracking of assets from storage.
- Ensure compliance to stores/warehousing, inventory and assets procedures which include physical checks/verification of goods and services received and implementation of efficient inventory management practices.



Fleet Management:

- Over sees fleet movement plans in coordination with the Team Leader & programs team.
- Ensure all vehicles are well maintained. Logbooks and documents are available in vehicles & file.
- All vehicles have necessary tools, first aid, fire extinguisher and other necessary equipments.
- Fuel records are up to date and fuel stock is safe & secure.
- Repairs & maintenances of all vehicles, motor bikes and generator are carried out in a planned manner.

Field Operation

- Assist in the coordination of our emergency response in the district by working closely with the Field staff and the Head of Sub Office.
- Keep abreast with the changes & ensure relevant information is being shared with all colleagues.
- Establish clear objectives between the teammates, monitor progress & performance of the response.

Contract management

- Ensure contractual obligations are adhered to by all parties and support periodic reviews and contract renewals.
- Track contract implementation status and generate reports of project completion status.
- Timely and accurate submission of all financial documents to the finance department by the stipulated date to ensure Suppliers/service providers' payments are done in a timely manner.
- Review and update the renewal dates for all contracts/agreements.

Staff Management:

- Fosters a culture of excellence in human resource management, supporting the development, promotion, and retention of a motivated team.
- Identifies staffing and skill gaps and take proactive measures to fill them and providing day-to-day supervision.
- Conducts regular performance evaluations and provide constructive feedback to support staff development and growth.
- Implements a progressive approach for staff management, ensuring structured growth and development.

Auxiliary Duties

- Focal point for audits.
- Reviews and provides feedback on budgets.
- Supports the drafting of new projects by providing technical advice and expertise.

Desired Qualifications:

- Bachelor's Degree Procurement and Logistics, Or any other relevant field.
- Master's Degree is an added advantage.

Experiences:

Must have:

- Professional Certification in Logistics or Supply Chain Management.
- At least 3 years' experience managing large multi-sites supply chain operations, preferably within an international non-governmental organization (INGO) setting.
- Computer literacy skills – MS Office applications: word, excel, PowerPoint, Spread sheets etc.
- Good Communication (written and verbal) skills in English.

Other Qualifications:

- Technical knowledge/skills in ERP system (Strongly Preferred)
- HF/VHF Radio and VSAT user experience & skills
- Strong interpersonal and excellent organizational skills.



Personal Qualities/Skills:

- Excellent networking and interpersonal skills.
- Ability and readiness to work under pressure and deal with difficult and complex conditions.
- Ability and willingness to work and live under difficult circumstances.
- Analytical, systematic and structured.
- Understanding of humanitarian principles and values.
- Demonstrated excellence in training and capacity-building of specialist and non-specialist staff in Supply Chain Management.
- Proficiency in writing narrative and analytical reports using MS-Word, MS-Excel, MS-Access, and related programs.
- The Logistics Coordinator MUST abide by the policies and personal codes of conduct set by the Norwegian People's Aid (NPA) and represent the organization in a loyal and responsible manner.

NPA South Sudan is an equal opportunity employer. In making employment decisions it does not discriminate based on gender, ethnicity, religion or political affiliation.

Qualified Women are highly encouraged to apply.

Application and CV/resume with active contacts and three professional referees and copies of academic transcripts should be submitted to: recruitment-rss@npaid.org

Hard copy applications and CVs/Resume can also be delivered to NPA Juba Office on Martyr's Street Opposite UNICEF Office.

Applications submitted after 12:00 Noon on Friday, 25th October 2024, will not be considered.

NB: Submitted copies of academic transcripts will NOT be returned to the applicant

Due to the urgency of the position, shortlisting will be done on rolling basis.

