



JOB VACANCY: Head of department Logistic and Procurement Manager (1)

AVSI Foundation is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as “the poor, the sick, and the disabled”. Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI works to help people in becoming aware of their own values and dignity. AVSI is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security, and emergency relief programs.

The organization is now seeking to recruit suitable qualified South Sudanese nationals for the position of **Head of department Logistic and procurement Manager based in Juba Head Office**.

Duty Station: Juba, Central Equatoria State (CES).

Aim of the position: The Logistics/Procurement Manager assures efficiency and efficacy in all Logistics/Procurement operations within the country. She\he assures compliance (accountability) with AVSI's internal policies and procedures, and according to those provided by the Donors. The Logistics/Procurement Manager performs each activity according to the Code of Ethics in line with AVSI Mission, Values and Method and shares the organizational culture with colleagues, beneficiaries and all stakeholders. He\she is a role model in understating, sharing and adhering to AVSI core values and behaviors (focusing on transparency, integrity, accountability, etc. as per AVSI Foundation Code of Ethics) and ensures their adoption and implementation.

Main tasks and responsibility:

- Under the lead of the Country Representative, he\she, plays a key role in the development and implementation of the country programme direction and strategy in all aspect related to Logistics/Procurement operations.
- Collaborate strictly with Administration/Finance Manager for administrative/finance issues related Logistics/Procurement operations and under the supervision of the Country Representative.
- Collaborate with HR at the Country level for administrative issue related to employment and under the supervision of the Country Representative.
- Ensure compliance with AVSI policies and local laws including NGO law, tax, and any other applicable local laws, providing a framework for effective policy implementation concerning Logistics/Procurement operations.
- Developing and implementing annual departmental plans in line with the country annual plan and measuring performance against key indicators.



- Comply and support the implementation and correct application in all AVSI South Sudan offices and field bases of all Logistics/Procurement Procedures (South Sudan Operations Manual) and guidelines (Logistics Manual) and actively engage in problem solving through informed and innovative solutions.
- Represent AVSI in technical forums and to donors and other external stakeholders (including the media) when requested by the Country Representative

Specific duties:

As a member of the Management Committee

- Under the lead of the Country Director, he/she plays a key role in setting/developing as well as implementing policy and strategic direction of the country programme.
- Actively engages in problem solving through informed and innovative solutions.
- Complies and supports the implementation of all Logistics/Procurement procedures and guidelines.
- Supports AVSI teams in delivery of quality programmes through coordination, advice, information sharing & analysis as far as Logistics/Procurement is concerned.
- Co-ordinate activities between all field sites in South Sudan and the country office in Juba.

Logistics/Procurement Operational Management

- Represent AVSI South Sudan in technical forums and to donors and other external stakeholders (including the media), when requested by the Country Director.
- Overall Logistics/Procurement responsibility for effective and efficient management of the field projects consistent with the project management cycle and AVSI's systems, policies and procedures.
- Ensure Logistics/Procurement compliance by providing a framework for effective policy implementation.
- Ensure the developing and implementation of annual departmental plans (Logistics/Procurement) in line with AVSI HQ policies.
- Work closely with the Country Director, Administration/Finance Manager as well as Program Managers, to ensure quality programme implementation.
- Line-manage the AVSI Logistics/Procurement Coordinators/Officers, to ensure that appropriate management and logistic systems are in place and followed.
- Coordinate Logistics/Procurement activities and maintain continuous communication flow between the field sites and the country office in Juba.
- Ensure Logistics/Procurement monitoring systems (according to the Logistics Manual) are in place and that Logistics/Procurement activities are carried out periodically in conjunction with the team, Country Representative, local stakeholders and project partners.
- Through regular field visits and good communication with field sites provide sound technical advice on the Logistics/Procurement aspects of project management.

Programme Development

- Assist, from the Logistics/Procurement point of view, in drawing up plans, proposals and budgets for new projects/extensions of projects in conjunction with the relevant team and financial department.
- Assist Logistics Coordinators/Officers in drawing up a procurement plan for each project before implementation.



- Proactively contribute to programme development and strategy from the Logistics/Procurement point of view.

Logistics/Procurement

- Ensure all projects adhere to AVSI's systems and procedures (Logistics/Procurement) so that effective and efficient support functions contribute to improvement of programme quality.
- Ensure that project implementation meets Logistics/Procurement donor compliance requirements.
- Together with the Administration and Finance Manager, and Human Resources Manager, provide the Project Coordinators the necessary support to ensure appropriate AVSI administrative, financial and logistics systems/procedures are in place, maintained and adhered to so that all support functions are carried out effectively and efficiently.
- Ensure AVSI complies with all legal and bureaucratic Logistics/Procurement requirements in the country.
- Support field sites in the timely preparation of projected procurement/expenditures plans each month.
- Assist from Logistics/Procurement point of view budgets revision/realignments for submission to donors and provide advice and assistance where necessary.

Representation

- With the Country Representative's approval, represent AVSI to donors, local institutions and authorities, NGOs and other parties as necessary.

Requirements:

- University degree on Management, Administration, Logistics.
- Proficient English Language and Arabic.

Knowledge and experience

- Minimum of 5 years' experience in the logistics department
- Working experience with INGO / NNGO or Private Sector will be an added advantage.
- Competent and Practicing **Driver** with **valid driving license**
- Working experience in South Sudan is an asset.
- Working experience in AVSI is an asset.

Skills

- Competent in the use of Microsoft applications especially Excel and Words.
- Excellent interpersonal and communication skills.
- Good writing skills.
- Fluency in written and spoken English, Juba Arabic is an added advantage.
- Ability to work under pressure and meet strict deadlines.
- Ability to work independently.

Attitudes

- Proactive and takes initiative.
- Flexibility
- Respect when dealing with others.
- Presentable, outgoing, and a pleasant character.
- Identify him/herself with the mission, vision, and values of AVSI Foundation South Sudan.



How to Apply:

Applications should include updated **Curriculum Vitae (CV)**, **cover letter** (of not more than two pages in length) and Copies of academic and work-related documents, the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to AVSI Foundation Office in the Country:

- AVSI Foundation Office in Juba – Jerusalem House, Mobil roundabout.
 - AVSI Foundation Field Offices in Torit, Isohe, Magwi, Rumbek and Kapoeta Town and Narus Offices. Or send in soft copy to gino.barsella@avsi.org cc Aziz.musema@avsi.org cc sarah.muthoni@avsi.org cc Eberu.inyani@avsi.org
- The candidate must have a valid South Sudan National ID or Passport
- Submitted application documents shall not be returned.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED and WILL HAVE TO UNDERGO WRITTEN TEST AND ORAL INTERVIEWS.

THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS November 6th 2024

Due to the urgency of these roles, AVSI reserves the right to shortlist applications prior to the closing date. The selection of the candidates is conditioned to the signing of the agreement with the donor.



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