

ZOA Dorcas South Sudan is an international NGO that was established in May 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei State as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

ZOA Dorcas is looking for an English and Arabic-speaking South Sudanese, for the position of:

Logistics Officer-Internal & External
Stationed in Wau Western Bahr El Ghazal State
Start Date: ASASP
Duration: 31st December 2024, with possibility of extension depending on performance and funding

JOB PURPOSE

The Logistics officer provides Logistics services to the field office team and projects. The Logistics officer is part of the Field Office team and is accountable to the Senior Procurement Officer . Logistics Officer is responsible for timely and cost-efficient Logistics services required for the smooth running of the organization and projects in line with the ZOA Dorcas Logistics and procurement policy and applicable legal requirement and donor guidelines. This also includes ensuring that procured Goods are well-documented and procurement files are complete and up to applicable standards. The Goods received are verified per the purchase order, signed on the Vendors delivery notes, and received the goods physical, and on the ERP on line.

Further, He or She will play a key role in monthly stock reports for projects, fuel and mileage reports and delivered services and maintaining healthy and positive supplier relations.

Key Result Areas

ESSENTIAL DUTIES AND RESPONSIBILITIES

The major tasks can be summarized as sourcing, analysing, buying, and documenting. Each of these tasks comes with a number of duties and responsibilities, including but not limited to:

- Receive incoming requisitions and responsible for registering the same into the requisition register and in the “**order tracking tool (OTT)**”.
- Responsible for supplier performance record, monitoring quality and service levels with overall objective of improvement of delivery of goods and services.
- Responsible for preparation and drafting of all contract documents in accordance with the procurement policy and legal requirements.
- Responsible for preparation of inquiries for price quotations and collection of proforma invoices as per the guideline of Operations department and procurement policy of ZOA Dorcas.
- Responsible for preparation of bid analysis, recording of purchase committee minutes and preparation of purchase orders or letter of awards.

- Responsible for processing of all invoices related to procurement of goods and services and taking to finance department for the payment to be processed.
- Maintain systematic filling of records for all procurement documentation and ensure the filling is always updated and easily understood by all.
- Work with programs, projects and other departments to ensure clear specification of requirements.
- Insure specifications in item catalogue are maintained and accurate.
- Maintain contract files, and update contract database.
- Use processes that ensure that contractual terms and conditions are met during order request and processing for the purchase of materials and services.
- Receiving goods with the user departments.
- Negotiate with suppliers about quotations and services.
- Communicate with suppliers to improve supply efficiency and transportation.
- Communicate freight transportation and information of all movement of goods to Senior Procurement Officer, and the Area Manager.
- Work with Logistical colleagues to ensure safe delivery and receipt of ordered materials.
- Resolve conflicts (If any) with deliveries and suppliers.



Framework, Power & responsibilities

- Take part in the decision making -process while handling procurement items.
- Responsible in providing basic information's to the leadership for informed decision making.
- Responsible for a timely reporting to the Operations Manager.
- Work in collaboration with its parallel position which might include Logistics officer and others.

STORES AND LOGISTICS SUPPORT

- Maintain documentation, registration, inspections and maintenance of records of all items in the store.
- In charge of the store and ensuring that stock cards are maintained and monthly stock inventory is done checked by Senior Procurement Officer, verified by Finance and signed off by the Logistics Area Manager.
- Report items that are getting out of stock to the Senior Procurement officer for new orders
- Ensure that all items leaving the store are properly requested, documented, filed, and dully approved.
- Ensure that older items/stock leave the store first thus applying the First-in, First-out (FIFO) principle.
- Arrange the store in a neat and easy to access manner
- Keeps a close eye on the expiry of goods and ensure that items with closer expirations are utilized before their expiration dates.
- In charge of the hibernation kit and ensuring that the kit is kept up to date and under key and lock.
- In charge of the safe room and ensuring that it is kept neat, having water, beddings, working toilet, and a working CCTV/Thuraya repeater.
- Ensure that project items temporarily stored in the store do not take long to be sent to the field.
- Request for fumigation of the store at regular intervals for rodents and other pests. This includes making requests for any repairs needed in the store.
- Ensure documentation and reporting of losses / damages. Oversee reconstitution of damaged or short weight commodities and arrange destruction of infested and damaged items in liaison with the logistics officer.
- In charge of the store keys and ensures that no unauthorized persons have access to the store without his/her approval
- In charge of the devotion roster through ensuring that devotion schedules are prepared and shared with staff.



- Work on the improvement of the office team in terms of creating good working environment through encouraging staff lunch provision at the office for social mingling, introduce refreshing games during lunch breaks etc.
- In charge of procuring the staff lunch items, and staff airtime in collaboration with procurement responsible.
- Perform any other tasks that will be assigned by his/her line manager.

PREFERRED SKILLS/QUALIFICATIONS:-

Essential qualification

- University degree in Procurement and Supply Chain Management, Business Administration is added advantage, and Marketing Management or in other related fields.
- At least 3-5 years' experience in procurement.
- Knowledge of sourcing processes.
- Negotiation or bargaining experience.
- Contract management experience.
- Basic knowledge of local legal positions for contracts
- With formal training in Computer Science or computer networking , troubleshooting.
- Ability to analyze and report on Logistics, procurement and financial metrics.
- Technical skills in computing and using standard software (Excel, Word, PowerPoint)
- Proven problem analysis and decision making skills.
- Must possess driving licences.
- Good command of English language and Arabic language is must.
- Flexibility and pro-active and servant attitude.

Desirable qualification

- Flexibility and pro-active and servant attitude.
- Good knowledge of context of Jonglei State.

Contacts

- With Senior Procurement Officer to receive different assignments and feedback on the results.
- With the procurement committee to review bids.
- Update the Area program Manager, and Senior Procurement Officer on the status of ongoing procurement,
- With suppliers in delivering and/or receiving goods.
- With Senior procurement Officer and Store Keeper in delivering procured items to the central warehouse of ZOA-Dorcas.
- With financial department in communicating details concerning goods or services procured.
- With colleagues concerning the use items or services procured.
- With partners institutions on sending / receiving goods and services.

What we offer

- Working environment with scope for professional and personal development;
- Being part of valued professional in a dedicated, motivated and intercultural team;
- ZOA Dorcas offers a gender sensitive working environment;
- A competitive salary that takes into account the qualification and experience of the candidate.

How to apply



If you believe that your qualifications meets the requirement of the position above, kindly submit your application (including CV, academic credentials, copy of your Nationality ID, and contact details of 3 referees) by email to recruitment.southsudan.wau@zoadorcas.ngo or hard copies of your application to ZOA- Dorcas office in Juba, or in Wau at Sikka Haddid, near Airport. Please indicate clearly the position you are applying for in the subject of your email and all application documents.

Closing date: 13th September 2024 at 5:00 PM

Only shortlisted candidates will be contacted.

Note:

This position is for South Sudanese Nationals ONLY.

ZOA Dorcas is an Equal Opportunity Employer. Human dignity is central to our work, and we look for candidates that adhere to our core values: We are People Centered, Faithful and Serve with Integrity. ZOA Dorcas is committed to the protection of children and adults from (sexual) exploitation and abuse and has Zero Tolerance in case of breach of our code of conduct. ZOA Dorcas staff are expected to uphold these values and share our commitment. ZOA Dorcas will perform due diligence checks for this vacancy.

All staff is required to sign and adhere to the ZOA-Dorcas Code of Conduct including Child Safeguarding (Following guidelines of PSEA-Project against Sexual Exploitation and Abuse).

Recruitment is subject to successful completion of all applicable background checks, including references and criminal record checks.



ZOAC  **Dorcas**
South Sudan

A handwritten signature in blue ink, consisting of a stylized 'H' followed by a vertical line and a horizontal line.