Médicos del Mundo

POSITION NEEDED:

LOGISTICS ASSISTANT INTERNSHIP -JUBA OFFICE

JOB SUMMARY:

To carry out the logistics activities of the Medicos Del Mundo (Doctors of the World) -Spain project in Juba, South Sudan, following the instructions of the Logistics Coordinator, Project and Economic-Financial Departments of the Headquarters, and the conditions and resources established in the projects in order to achieve the objectives.

GEOGRAPHICAL SCOPE OF INTERVENTION:

Juba, South Sudan

ORGANIZATION CHART

The Logistics Assistant will work under the direct responsibility of the Logistics Coordinator in Juba, in close collaboration with the logistics and administrative area and the rest of the project team.

FUNCTIONS

1. Procurement
-Ensure procurement in the respect of MdM procedures, guidelines and policies.
- Ensuring that invoices received reconcile to purchase orders and created and matching receipts to purchase orders.
-Ensure three-way matching of purchase order, Invoice and GRN and carry out monthly Oracle Purchase Module closing procedures, including month end reconciliations and adjustments.
-Pre-qualification of suppliers as provided in the procurement policy.
-Compliance with procurement procedures as per Field Operations Manual
-Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached.
-Support logistics area in the management of logistics requests with the supervision of the Logistics Coordinator. Ensure that purchases correspond to the logistics order cycle.
-Ensure basic country procedures and policies management (supply chain, vehicle fleets, communication system, emergency preparedness and security in line with MdM guidelines

2. Asset, warehouse, and Inventory Management.
 - Receive and record all the assets procured by the program.
-Ensure tagging of all the assets in the program for tracking.
-Update the asset register once there is any new asset procured before dispatch to the field location to any staff.
-Maintain a comprehensive asset register list for the entire program, and report monthly.
-Carry out physical asset verification semi-annually for the program assets.
-Establish and maintain a stock inventory management system, including stock control and detailed receipt/dispatch records; provide reconciled stock reports.
-Maintained list of inventories at Juba and all field sites and facilitated disposal of all unwanted assets and inventors in the program.
-Keep records of transport documents and delivery.

-Receive and check that goods procured at central level are in line with the procurement and contract indications.

REQUIRED QUALIFICATIONS:

- General Technician in Business, Administration, Logistics or relevant field of study

REQUIREMENTS:

- **Language requirements**: English, Arab and/or Dinka
- **Computer requirements**: Office package user level

COMPETENCE PROFILE:

- Analytical and problem-solving ability
- Good communication skills, interpersonal relationships and teamwork
- Integrity and respect for co-workers
- Be organized and dynamic
- Ensure confidentiality within the program
- Availability and flexible schedule for different tasks and trips in the country
- Motivation and availability for humanitarian commitment and administrative management
- Punctuality and responsibility

AVAILABILITY

Incorporation date: October
Availability for 6 months

HOW TO APPLY

All qualified candidates are invited to send their application consisting of a CV and **motivation letter by 30th September 2024** online or physically to:

Email address: hr.ss@medicosdelmundo.org.

Hand delivery to:
Juba Office: Medicos Del Mundo (Mdm-Spain) South Sudan
Plot27, Block no. 3-k, DDR Avenue, Kololo,
Juba-Next to South Africa Embassy

Please note:

Médicos Del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and/ or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of a functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition.