



50-H-3 Approved
Labour-HOR
RSS - Juba
5/01/2012

CALL FOR APPLICATIONS

BASE LOGISTICIAN – ALEK, GOGRIAL WEST COUNTY

ACF (USA) South Sudan Mission is looking to recruit a SOUTH SUDANESE **BASE LOGISTICIAN**. He/she will assist in the co-ordination of all logistical activities for ACF's programs in Gogrial West County under direct management of the Alek Head of Base.

The position of **BASE LOGISTICIAN will be based in Alek Town** at the Action Against Hunger office.

Duties and Responsibilities

The BASE LOGISTICIAN provides day-to-day assistance to the Head Base. Primary tasks and responsibilities involve oversight and control logistics systems and services (transportation, procurement, IT, maintenance, inventory and asset management), with secondary roles in staff management/supervision. This is an all inclusive position that ensures the overall implementation and adherence to logistics policies and procedures on the base. The position involves a high level of co-ordination with the teams in Alek Bases and other bases as well as with ACF beneficiaries.

Specific responsibilities will include:

- Management and supervision of logistics staff at the base: ensure policies and procedures are understood and adhered to; logistics' planning as well as leave scheduling; recommend staff hire; conduct logistics induction at base level.
- Finances: consolidate monthly logistics cash forecast and the invoice payment schedule; adhere to policies and procedures; draft supply Purchase Dossiers and works for base improvements; provide inputs to budget proposals and procurement plans.
- Manage the base logistics function in accordance with laid out policies and procedure and the KitLog V3; supervision of logistics staff; recruitment of casuals in collaboration with the Base Administrator.
- Supply chain management: validation of purchase orders and external order forms for approval by Logistics Administrator; ensure completion of order follow-up, consolidation and dispatch to Log Admin; supervise procurements and deliveries; stock management.
- Equipment, inventory and fleet management: manage, allocate equipment; manage installation, maintenance and repairs; ensure base equipment and inventory lists are completed and up to date; manage generators and solar panel systems; vehicle management including maintenance, schedules for movement, monitor costs, ensure documents (insurance, log books etc) are processed and up to date.
- Communication: ensure proper functioning of communication equipments; proper induction of staff on usage of the same; manage allocation of equipment to staff.
- Manage guesthouses and office premises including furniture, fittings, food supply and basic amenities.
- In charge of the rehabilitation and maintenance of all structures.
- Implement and maintain proper filing systems.
- In charge of security information collection and context analysis in collaboration with the Log Admin; implement security rules and procedures.
- Representation: to represent ACF in non-technical forums.





QUALIFICATIONS AND SKILLS REQUIRED

- ◆ Degree in Business, Administration, Economics, or Logistics and Supplies Management
- ◆ Good knowledge and working experience in IT applications, as well as Mechanics, radio and satellite communications.
- ◆ Demonstrated skills in staff management, training and capacity building skills.
- ◆ Excellent communication and report writing skills. Fluent in spoken Local Juba Arabic (or classical Arabic) and English languages; Dinka skills greatly preferred
- ◆ Ability to work in diverse settings with various partners
- ◆ Strong interpersonal skills and good team player.
- ◆ Ability and willingness to work independently and in security sensitive areas.
- ◆ Ability to work under pressure and within strict time limits.
- ◆ Excellent interpersonal, organizational and analytical skills.
- ◆ High degree of motivation, result oriented creativeness and adaptability.
- ◆ Ability to work in a strong Muslim environment with limitations in terms of movement, dress, etc
- ◆ Ability to work in a remote/basic, security sensitive environment with limitations in terms of movement, etc
- ◆ Possess a current South Sudanese driving license.

How to apply

Application should include:

- Cover Letter
- A Resume clearly detailing responsibilities held in previous similar positions
- Copies of relevant certificate and testimonials
- Day time telephone contacts
- Name and contacts of three referees' preferable former supervisors/managers.

Please state clearly the position you are applying for. Action Against Hunger–USA will not answer any telephone query regarding the position. To apply send in your updated CV with cover letter and 3 professional references to ACF Juba Office, Plot Block AXT, 2nd Class – Hai Cinema, Juba town or email hrasst.ssd@acf-international.org, not later than **18th January 2012**.

Action Against Hunger–USA will not answer any telephone query regarding the position. CANVASSING WILL LEAD TO DISQUALIFICATION.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

