

LOGISTICS ASSISTANT

Background

Malaria Consortium (MC) is a British registered charity (www.malariaconsortium.org) specialising in communicable disease control programmes. In the Republic of South Sudan MC provides support to the Ministry of Health (MoH). This includes high level technical support for the development of policies, guidelines, and strategies. It also includes capacity building work to strengthen the quality of care provided by health facilities. In the past year we have also begun implementation of community-based programmes focussing on controlling key childhood illnesses. Our current programmes are focussed on treatment of diarrhoea, malaria, pneumonia and severe acute malnutrition.

The position is based in Northern Bahr el Ghazal and will report to the Logistics Officer.

General Description of the Role:

The Logistics Assistant plays a key role in supporting the day-to-day running of the logistics department. The role includes assisting the logistics officer with the day-to-day administration and record keeping required by Malaria Consortium. The areas of focus include: store release and maintenance, fuel release, asset release, procurement and general assistance as required. The Logistics Assistant has the following responsibilities:

Stores

- Ensure stores are maintained in a clean, secure and orderly fashion.
- Ensure store release forms are completed, signed and filed for every release.
- Ensure stock cards are accurately completed.
- Ensure digital stock sheet is updated.
- Complete GRN (Goods Received Note) for all new deliveries of stock.
- Release stock from stores after authorization.
- Ensure stores have location labels displayed.

Asset release

- Ensure all assets are stored in a secure, clean and orderly fashion.
- Ensure all assets are released using a properly completed asset release form.
- Ensure all assets are signed back in upon their return.
- File all asset release forms.
- Ensure all batteries are charged for equipment.
- Ensure all broken or missing assets are brought to the attention of the logistics officer.

Fuel release

- Supervise fuelling of generators and vehicles.
- Ensure fuel release forms are correctly filled and authorised before fuel release.
- Ensure fuel store is maintained in a secure, clean and orderly manner.
- Ensure stock sheets are correctly filled.

- File all fuel release forms and stock sheets.

Procurement

- Assist the logistics officer with procurement.
- Follow Malaria Consortium procurement manual guidelines.
- Obtain quotes when requested by the logistics officer.
- Make payment for goods when requested by the logistics officer.
- Collection of goods.

General assistance

- All other assignments and tasks as delegated by the logistics officer.
- Assistance with loading and unloading when required.
- Cleaning of equipment and stores when required.
- Packing cargo.
- Collection of cargo.

The Logistics Assistant will act in accordance with the Malaria Consortium HR, procurement and asset management manuals.

Experience, skills and qualifications

1. Good administration skills
2. Ideally worked for a local or international organisation for at least 1 year
3. Must be able to work independently and as part of a team. Also have the ability to use own initiative for problem solving.
4. Good command of written and spoken English
5. Computer skills particularly Microsoft Office
6. Fluent in Dinka and / or Arabic

Female applicants who meet the above requirements are encouraged to apply.

Package:	Competitive NGO salary and benefits.
Contract duration:	1 Year (with a 3-month probation)
Contact Details:	CVs can be handed into the Malaria Consortium Office or emailed to m.ahern@malariaconsortium.org

Application Deadline: Friday 16th September 2011

Only successful applicants will be contacted for an interview. If you do not hear from us please consider your application unsuccessful.