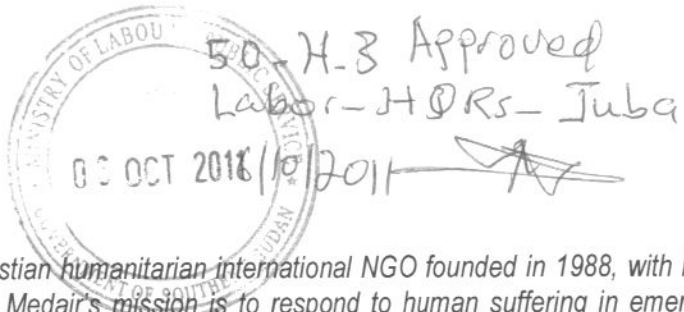


Thursday 6<sup>th</sup> October 2011



Medair is a Christian humanitarian international NGO founded in 1988, with its HQ in Switzerland. Medair's mission is to respond to human suffering in emergency and disaster situations by implementing multi-sectoral relief and rehabilitation projects, in a compassionate and serving attitude inspired by its Christian ethos. The organisation's consistent focus ensures maximum efficiency and accountability, with ISO 9001:2000 certification worldwide. Medair's unwavering commitment continues to bring hope to the world's most vulnerable.

To facilitate achievement of Medair's objectives to reduce morbidity and mortality in South Sudan by assessing and responding rapidly to emergencies in all ten states, Medair is requesting applications from candidates for the following job:

National Vacancy  
**Logistics Officer-Procurement Focus**  
Juba, CES

**1. Technical: (Delegated authorities) In Liaison with the Logistics Manager)**

- Responsible for following Medair Procurement Policy, sourcing suppliers, reliability and quality of goods and services supplied in a timely manner and completing paper work;
- Procure goods, services, monitoring and completing procurement requests;
- Suggest and advise Manager of potential suppliers and their reliability with their contacts;

**2. Quality Procurement Management**

- In receiving Purchase requests (PR) from all Medair Field locations and decide where to purchase in consultation with Line Manager;
- Ensure all the necessary paper work are completed or Log Pack;
- Effectively communicate feed back to the requester or Field Program Manager;

**3. Cargo Transport, Customs and Exemptions**

- Coordinate shipments with Logistics team from the departure point till final destination or field bases;
- Manage the process of customs and exemptions;
- Line Manage the Logistics Officer (Liaison and Procurement);
- Regular update, open and honest communication, both formal and informal the Logistics for delays;

**4. Facility Management**

- In consultation with the Technical Manager, assist in the Management of Medair Properties;
- Power supply and equipment management.

**Requirements;**

- Degree in Logistics and Supply chain Management, or related Field of Procurement;
- Two years proven Technical experience in similar role;
- Fluency in both written and spoken English plus Arabic are essential;
- Basic IT skills/knowledge in Microsoft Word, Excel and internet usage
- Two years working experience with a reputable NGO/institution
- Committed to Medair Values;

Please submit your application (CV, contact information) not later than **19/10/2011** to;

**Medair Human Resource Officer**

**Hai Matara,  
Airport View**

**Juba, Opposite Bross (former Petrol Station) near Perkins Company**

Or e-mail: [hr-juba@medair.org](mailto:hr-juba@medair.org) . **Only short-listed applicants will be contacted.**

No resume are returnable once applied for the post.