

8th February, 2012



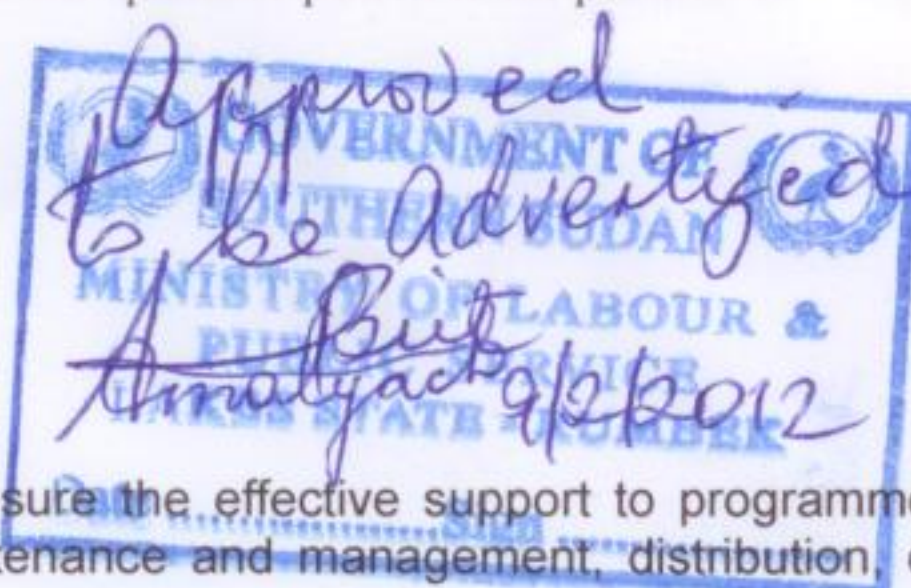
Save the Children

Internal and External Job Advertisement Vacancy No. SC-V-01

Save the Children is the World's largest independent organization, making immediate and long-lasting improvements to children's lives in over 120 countries world wide. We work for a world which respects and values each child, which listens to children and learns, and where all children have hope and opportunity. We're determined to achieve dramatic change for the world's most vulnerable children and we have a huge sense of pride in what we do.

Save the children is looking for a highly skilled and qualified person to the position of

Job Title: Logistic Officer
Location: Mvolo
Reports to: Field Manager
Period: 5 months



Job Purpose

In particular, the Logistics Officer will ensure the effective support to programmes and implementation of all processes relating to procurement, warehousing, vehicle maintenance and management, distribution, communications, security, compound, and facilities maintenance

Key accountabilities

- To work closely with the Finance Officer and the Juba Logistics to ensure that Save the Children programme is cost effective, efficient and complies with all organizational standards of management and accountability. To ensure that all logistic systems are implemented and programme support functions are reviewed and improved where as required.
- To manage the overall direction of the logistics structure in Mvolo County.
- To take responsibility for the management of supplies & procurement while following the standard of Save the Children logistic guidelines. This will include requisitioning, local purchase, transport, warehousing (including storage and stock control systems) and the issuing of supplies.
- To ensure that logistics work in Mvolo is carried out in coordination with logistics in Juba.
- Making assessments of the logistics needs & issues for new projects (costs, etc.) with or on behalf of other staff, and reporting with recommendations to the Field Manager.
- Establishing arrangements for operational teams, including renovating accommodation, and making arrangements for other domestic needs, travel arrangements etc.
- Ensuring the installation of radio, sat phone, fax and other communications systems and establishing communications routines for programmes and teams. Training team members on the use of equipment.
- Recruit, train and supervise compound support staff. This may involve the writing of job descriptions, work schedules, training plans, objectives and performance reviews, as well as training compound support staff in the skills necessary to fulfill the post.
- Maintaining the asset database, tagging and registration.
- Establishing and maintaining vehicle fleet management routines, including the management of drivers.
- Working with the Field Manager on security issues, security of assets, and the safety, security and evacuation of staff.
- Maintaining accounts and submitting reports as appropriate, for aspects of the programme detailed above.

Person Specification

- Qualifications and/or experience in logistics related skills as listed above (managing supplies, team support, vehicle maintenance & management, communications, etc).
- At least 2 years of logistics experience, ideally with non-governmental organizations, within humanitarian and development programmes.
- Extensive experience and knowledge in ensuring systems are in place and appropriate tools and reporting formats are developed and used.
- General practical competencies in vehicle maintenance, and building skills would be an advantage.

Save the children work with children, communities and government all over the world and we believe in the right person for the job. Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's right and humanitarian principles is supported and demonstrated by all members of staff.

Save the Children's child safeguarding policy and code of conduct sets out the standards which all staff members must adhere to. We need to keep children safe so our selection process reflects our commitment to the protection of children from abuse.

Save the Children Promotes equality of opportunity and strive for a representative workforce. We strongly encourage people from all social, economic, ethnic, religious and racial backgrounds and we actively encourage people with disabilities to apply for positions. Save the Children values diversity.

Interested applicants should send their applications and CV addressed to bismodeba@yahoo.com copy O.Bismark@savethechildren.org.sd. Or send hard copy to Rumbek/Juba/Mvolo Save the Children in South Sudan addressed to Odeba Bismark Human Resources Officer.

Closing date for submission of applications is **21st February, 2012**

Only successful applicants will be contacted.

Female candidate is encourage to apply