Logistics Coordinator
Job code: ILCSSJ

Job Description

Job Purpose

This post will work with staff and partners to ensure that procedures and good practice with regards procurement, stock management and fleet management.

Job Scope

Works with programmes and humanitarian colleagues in South Sudan and works closely with local partner agencies to develop capacity.

Accountability

This role reports to the Finance and Administration Manager. This position will line manage 2 drivers and outsourced services.

Key responsibilities

Capacity Development of Partners and Staff (10%)

- Ensure that CAFOD's Supply Chain Manual (or it's equivalent) is understood by CAFOD and partner staff; its procedures and forms are consistently and appropriately
- Ensure appropriate document retention and filing systems (in CAFOD and partners) to include equipment manuals, maintenance schedules and other standard documentation
- Provide training and technical support to CAFOD and partner staff for effective stock control / handling
- Ensure CAFOD and partner staff / visitors are capable of using communications systems appropriately
- Provide good team management in line with CAFOD's management standards

Procurement (35%):

- Manage national and international procurement in collaboration with relevant CAFOD and partner staff in compliance with CAFOD's Supply Chain Manual and donor requirements (maintaining familiarity with donor / CAFOD logistics requirements)
- Participate in programme planning and preparation of donor proposals and reports in collaboration with relevant staff, and provide timely advice and technical support on procurement issues to other staff
- Develop and maintain procurement plans for purchases in collaboration with relevant staff
- Maintain a procurement-tracking system
- Ensure all goods are fully inspected upon receipt, with appropriate documentation maintained
- Review all requests for payment by suppliers and transport companies
- Ensure all relevant documents such as way bills and invoices are submitted to donors as appropriate
- Ensure appropriate filing of all procurement documentation for audit purposes
- Maintain a supplier database ensuring its continuous update and making periodic improvements when needed

Stock/Warehouse Management & Logistics (25%)

- Organise transportation, customs clearance and other formalities for locally procured and imported goods to ensure timely receipt
- Create and maintain the inventory of assets and manage disposal of assets as appropriate
- Ensure efficient and appropriate logistical support for the transportation of goods to field sites

- Ensure all loss, damage or misuse of goods are reported appropriately
- Ensure visibility / branding procedures are consistent with CAFOD and donor requirements
- Respond and act on audit findings as they relate to commodity management in coordination with the Finance Manager and Country Representative
- Prepare monthly stock reports for any procured goods.

Fleet Management (20%):

- Develop and maintain excellent fleet management practices for CAFOD vehicles in compliance with the vehicle policy maximising efficiency, availability and ensuring regular maintenance and working with all drivers to ensure procedure is followed
- Be the focal point for insurance (building and contents and vehicle) and ensure insurance is appropriate, provides adequate cover and is kept up to date
- In collaboration with the office administrator ensure appropriate electricity supply (mains, generator, solar, etc.) at CAFOD and partner offices, with appropriate control and maintenance mechanisms established

Other responsibilities (10%)

- In collaboration with the Security Manager, ensure appropriate security of CAFOD assets
- Ensure appropriate management of communications systems, including maintenance of HF, VHF and satellite communication
- Ensure that potential road evacuation routes are GPS mapped, and that GPS locations are recorded for all offices, residents, storage facilities and field sites
- Attend Logistics Cluster meetings at the UN and network with other agencies on country specific logistical updates

You may be required to carry out other reasonable duties and responsibilities from time to time in agreement with your line manager. Keep strictly confidential all work-related information. Some travel across South Sudan may be required.

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required. This job description is subject to regular review and appropriate modification.

Child Protection

CAFOD recognises the personal dignity and rights of children, towards whom it has a special responsibility and a duty of care and respect. CAFOD, and all its staff and volunteers, undertake to do all in our power to create a safe environment for children and young people and to prevent their physical, sexual or emotional abuse. CAFOD is committed to acting at all times in the best interests of children, seeing these interests as paramount. This post involves responsibility for people who will have contact with children or young people and applicants will be subject to specific checks related to child protection issues.

Key Competencies

Essential

Understanding our context

A Understanding Catholic identity; *Actively supports CAFOD's vision, mission and values and what we aim to achieve;*

B Understanding CAFOD; *Demonstrates high standards of integrity, transparency and accountability in line with CAFOD value of stewardship;*

C Understanding international development; *Commitment to humanitarian standards; understands the complex challenges in the work that we do*

Working together

D Managing ourselves; *Consistently approaches work with energy and a positive, constructive attitude.*

E Working with others; *Committed to developing the capacity of staff and partners; Ability to effectively build relationships, influence and liaise with key stakeholders*

Making change happen

H Managing resources; *advocates careful allocation, use and optimisation of resources to achieve the required results.*

I Achieving results; *Ability to work autonomously and make decisions; Demonstrates strong planning, problem solving and organisational skills;*

Job-specific competencies

I. Proven ability to handle procurement and logistics in a complex emergency
II. Strong knowledge of the principles of supply chain management
III. An understanding of donors and an ability to understand donor requirements
IV. Experience of managing change
V. Good numeracy and IT skills
VI. Able to work comfortably with communications equipment
VII. Knowledge of fleet management
VIII. Fluency in Written and Spoken English and spoken Juba Arabic

Terms and Conditions

Contract	Permanent after successful completion of a one year fixed term contract
Salary	Grade 6a: SSP 90,029 to SSP 110,285 per annum
Pension	NSIF payment in line with local labout law
Other benefits	Medical cover, Life Assurance, Right to Buy Annual Leave of up to 10 additional days, Family Friendly policies
Hours	35 hours per week. Normal CAFOD office hours are 9:00 to 5.00 with one hour for lunch. This post will require some weekend and evening work for which time off in lieu may be taken.
Holidays	34 working days per annum inclusive of statutory holidays and CAFOD days determined by CAFOD at Christmas/Easter.
Notice period	One month either way after completion of the probationary period.
Disabilities	We are committed to making every reasonable adjustment to the workplace or working arrangements so as to accommodate people with disabilities.
Location	The post will be based in CAFOD's office in Juba

CAFOD is an equal opportunities employer. Recruitment and selection procedures reflect our commitment to child protection.

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