

Advertisement

Logistics Officer - Procurement (REF: MC/19/12/2011)

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 focusing on controlling key childhood illnesses. Our current programmes are focused on treatment of diarrhoea, malaria, pneumonia, and severe acute malnutrition.

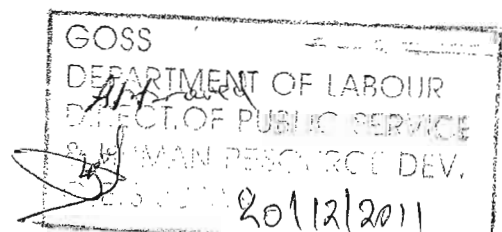
Location

The position is based in Juba main office and will report to the Logistics Coordinator.

Duties

The successful candidate will be responsible for the following duties:

1. Procure commodities required by the organization in line with MCSS procurement guidelines and procedures
2. Apply for and obtain tax exemptions from the various Government departments for supplies procured outside the country and to coordinate with clearing agents for clearance into South Sudan
3. Constantly update the Logistics coordinator and operations coordinator on any changes on taxation regimes and other levies by Government and ensure malaria consortium is fully compliant
4. Ensure quotations are evaluated based on quality, cost, business issues, appropriate technical and support capacity, and the overall ability to best meet the needs of the project.
5. Ensure in consultation with the logistics coordinator that various donor procurement requirement are adhered to and that where this is not possible it is documented.
6. Follow up all procurement in transit from Kampala and elsewhere and to ensure it is cleared at the borders, received and checked against orders to ensure completeness of deliveries and to note any discrepancies and report to Logistics coordinator for follow up
7. Receive and document Purchase requisition forms from the field locations and to periodically update field status on status
8. In consultation with the Logistics Coordinator and project coordinators ship commodities to field locations



9. In consultation with logistics coordinator identify gaps in the procurement system and to suggest ways of addressing them
10. Develop supplier list for 2012 and update it from time to time
11. Prepare invoice authorization forms for all supplier invoices and to follow up with finance to ensure suppliers are paid promptly and where this is not possible for any reason to inform supplier immediately.
12. Any other duties and may be assigned from time to time by the supervisor

Experience, skills and qualifications

PERSON SPECIFICATION

Qualifications:

Essential

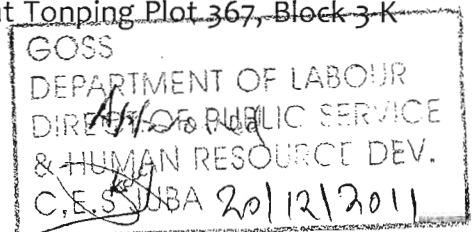
1. Third level qualification in logistics & procurement related discipline.
2. At least two years experience working with an NGO in a related role.
3. Willingness to get involved in all aspects of logistical support to ensure efficient operations programmes.
4. Ability to work under pressure and multi task.
5. Strong computer skills in Microsoft packages, including Word, Excel, and Outlook.
6. Initiative and leadership skills.
7. Excellent written and spoken English.
8. South Sudanese National.

Package: A competitive salary and benefits package will be offered to the successful candidate.

Security situation in country: Please note that the Republic of South Sudan is a post-conflict setting with recurring localized insecurity. This does not generally target expatriate or NGO staff but does have potential to disrupt programming and occasionally leads to the need to relocate staff. While Malaria Consortium takes all reasonable measures to ensure the safety of its staff, interested candidates must be aware and willing to work in such a context. Given the context, all Malaria Consortium positions in South Sudan are unaccompanied postings.

Contract duration: 12 months with option of renewal subject to performance (3-month probation)

Candidates who fully meet the above requirements should submit a detailed CV together with a covering letter explaining how you are suited to the position, including a daytime telephone contact and three referees to Hrsrecruitment@malariaconsortium.org or hard copies can be delivered to Malaria Consortium office located at Topping Plot 367, Block 3-K first class residential Area.



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

Application Deadline: Friday 6th January 2012. Please note this position is strictly for South Sudanese National.

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

Approved

GOSS
DEPARTMENT OF LABOUR
DIRECTOR OF PUBLIC SERVICE
& HUMAN RESOURCE DEV.
C.E.S JUBA *20/12/2011*