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MCLRSS
Approved
09 DEC 2021

Job Title: Logistics & Procurement Manager
Department: logistics & procurement Manager
Location: Juba- South Sudan
Reports To: Country Director
Job Code:
Date Created/Updated: 21st November 2021

Science Teachers Initiative (STI) is a registered International Non-Government Organization (INGO) with aims and goals to improving the quality of education in Africa and to promoting the use of scientific knowledge, innovation, and research in solving socio-economic challenges through, developing practical reading/learning materials, promoting numeracy and literacy, retooling teachers in practical science teaching through provision of science kits and mini laboratory for primary and secondary education and increasing access to inclusive quality basic education and education in emergencies, provision of quality inclusive Pre-primary education. STI works closely in partnership with the Ministry of General Education and Instruction, and the National Curriculum Development Centre (NCDC) to improve the quality of education.

PURPOSE OF THE JOB

The Logistics Manager will provide day to day guidance to the Science Teachers Initiative South Sudan logistics with oversight responsibilities in the areas of procurement, fleet management, warehousing, IT, document management, storage and logistics. As a member of the senior leadership/ management team, the Logistics Manager will contribute to the overall strategic direction of Science Teachers Initiative South Sudan by collaborating with managers and Field Coordinators to ensure smooth implementation of activities in the field, in adherence to the policies and procedures.

ESSENTIAL TASKS AND RESPONSIBILITIES include the following. Other duties may be assigned.

Key Result #1 – Policies, Procedures, systems and Training (20%).

1. In close collaboration with the CD and senior management, develop / revise procurement and logistics policies as the need arises, and support the implementation process. In line with this, ensure that Science Teachers Initiative policies that relate to procurement and logistics are in compliance with the donor and country procurement framework / laws;
2. Promote an understanding of logistics and procurement processes within the Organization. In line with this, identify areas of capacity building among staff, and take necessary steps to ensure that staff understand logistics and procurement procedures by basic training and orientation;
3. Plan and conduct regular field visits, monitor and evaluate the implementation and adherence to logistics and procurement policies; identify areas of risk and make recommendations to existing practices as is suitable;
4. Ensure logistics processes and procedures are in compliance with set policies and funding source, including government procedures and policy requirements;
5. Advise on proper control systems across the procurement process, and support line managers in conducting any investigation and audits, are needed;

6. Ensure that all aspects of the Health, Safety and Security, Vehicle Usage and Procurement Policies are understood, maintained, and followed by both international and local staff.

Key Result #2 – Procurement (20%).

1. In collaboration with the Program Managers ensure that all donor rules and regulations pertinent to the procurement of services, goods, and equipment are followed, along with the use of such office equipment and vehicles for all donor funded projects;
2. In conjunction with the CD and senior management teams, develop a long term sourcing strategy with measurable effectiveness incorporating department strategies and targets. In line with this, ensure that strategic sourcing agreements are arranged at the best possible price and in accordance with advantageous lead-times, terms, and conditions;
3. Take lead in procurement processes, ensuring that they are conducted above board and in a transparent manner that ensures all required documentation is collected and procedures followed. In line with this, check and review relevant procurement documents such as requisitions, bid analysis, and LPO's.
4. Ensure that all procurement documents such as Purchase requests, Purchase orders, GIN, and GRN, are filed and stored, and accessible during audits;
5. Professionally negotiate agreements / contracts, and endeavor to ensure cost reduction in procurement of country program goods and services;
6. Oversee receiving and shipping of commodities internationally, such as containerized cargo and customs clearance.

Key Result #3 – Management and Planning (15%).

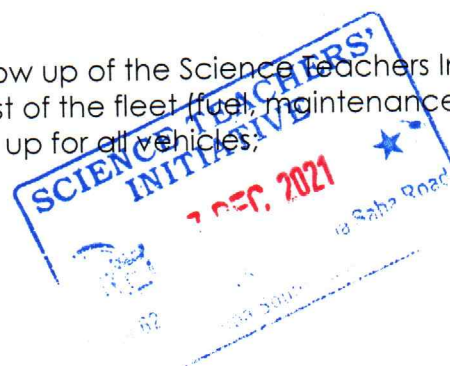
1. Collaborate with the program teams to develop procurement plans and priorities for the different projects, and periodically advise and follow up with the program teams to ensure progress on plans. In addition, develop strategies for delivery on the procurement plans agreed beforehand with the program teams;
2. Participate in program planning aspects such as proposal writing and budgeting, and provide technical input as relates to logistics and procurement;
3. Lead and manage logistics / procurement staff, ensuring clarity over strategy, plans, and priorities, providing supervision, guidance, and encouraging effective teamwork through regular meetings and constant feedback;
4. Manage all service contracts, including but not limited to, vehicle hires, house and office rental, communications service providers, etc.;
5. Consolidate monthly logistics reports and prepare monthly security reports to be sent to CD.

Key Result #4 – Inventories and Asset Management (10%).

1. In close collaboration with finance teams, develop and maintain an inventory database (assets, and stocks), and prepare analytical reports as needed;
2. Develop a disposal plan for organizational assets as per the disposal policy, making recommendation to the CD;
3. Institute and oversee the physical count of assets and inventory on a quarterly basis, ensuring that assets and inventory are indicated in an electronic database;
4. Ensure proper acceptable standard warehousing / storage techniques are used in handling organizational commodities.

Key Result #5 – Fleet Management (15%).

1. Ensure the proper utilization, maintenance, and follow up of the Science Teachers Initiative's fleet as well as control and management of the cost of the fleet (fuel, maintenance, and repairs); also that a regular maintenance plan is set up for all vehicles;



2. Manage safe and affordable staff transportation (ground and air), and manage all related contracts and external associated relationships;
3. Ensure the development / revision and / or the implementation and adherence to vehicle policy in the organization;
4. Ensure that all Science Teachers Initiative vehicles have valid insurance coverage and where required, insurance claims are made in good time to cover any damage and / or loss incurred;
5. Support the Logistics Officer to ensure that insurance coverage for all organizational vehicles is in place and claims awarded;
6. Ensure the proper and appropriate documentation of vehicles, such as repairs and servicing, insurance, log books, etc.

Key Result #7 Security management and leadership.

- Coordinate and communicate with the security focal point and CD to ensure that project staff are properly supported with security information and that Duty of Care is observed.
- Timely Incident Reporting and Response.
- Coordination and implementation of security management.



COMPETENCIES

- **Innovation:** Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of Science Teachers Initiative's performance and meeting objectives, results and global commitments.
- **Accountability:** Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for Science Teachers Initiative's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.
- **Service Excellence:** Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly
- **Effective Communication (Oral and Written):** Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships:** Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices in a constructive and collaborative manner

EDUCATION and/ EXPERIENCE

Degree in Procurement, Logistics related field; 8-10 years related experience; minimum of 8 years' extensive experience in logistics management and coordination (strategy development, purchasing and supply, warehousing, team support, vehicle fleet management, security awareness and communications) preferably within an NGO environment; or equivalent combination of education and experience. Master's degree in related field is required

LANGUAGE SKILLS

- Excellent technical knowledge on general HR areas as indicated by the key result areas



How to Apply:

Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents, national ID cards and any other relevant documents, 4 professional references (three of which must be current or former direct supervisors) with details of their daytime

Telephone contacts and email addresses: recruitment@scienceteachersinitiative.org not later than December 30th, 2021

We are an equal opportunity employer and Female Candidates are strongly encouraged to apply. Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable. This position is open to South Sudanese national only. This position is only for South Sudanese Nationals

ACKNOWLEDGEMENT OF RECEIPT

Employee Signature: _____ Date: _____

HR Signature: _____ Date: _____

