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| **General Call - Logistics Manager South Sudan Country Office** | |
| **TEAM/PROGRAMME**: Logistics Operations South Sudan | **LOCATION**: Juba/field |
| **GRADE:** TBC | **POST TYPE**: TBC |
| **Child Safeguarding:**  Level 3:  the role holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  The Logistics Manager has responsibility for the co-ordination and support of logistics activities for the Logistics operations of Area offices in South Sudan programme. The post holder is responsible for effectively managing the logistics functions, assets and stocks, supply chain management, ensuring effective, timely and accountable logistics support to all the field offices in all Area offices of the country operations and ensuring compliance to organisational and donor procurement standards.  To ensure that Save the Children’s commitment to improving quality and accountability in humanitarian work is upheld, through reference to the Sphere Charter, Save the Children Minimum Standards and the NGO Code of Conduct. | |
| **SCOPE OF ROLE:**  Reports to: Head of Logistics  Dimensions: South Sudan is one of the most challenging and exciting working environments that Save the Children currently works in. The newest country in the world, its legacy of thirty years of war has yet to be even partly addressed as its new government struggles to both mature and reach out to its people.  More than 6.1 million people – one half of the population – are in need of humanitarian assistance in South Sudan as a result of continued violence, the impact of a poor harvest and economic downturn. Humanitarian needs exist in all parts of the country, with a recent deterioration of the food security situation and the outbreak of diseases such as cholera and measles. Despite constraints and dangers, humanitarian workers have managed to provide assistance and alleviate the suffering of over 2.8 million South Sudanese to date in 2016. Save the Children has been active in South Sudan for over 20 years. | |
| **KEY AREAS OF ACCOUNTABILITY**:  **Compliance**   * To ensure compliance with Save the Children’s Management Operating standards and standards and procedures related to logistics. This includes ensuring regularly Communicating the in-country procedures and policies for the management of the supply chain, vehicle fleets, communication systems, and emergency preparedness. * Comply with all relevant Save the Children policies and procedures with respect to child protection, health and safety, equal opportunities and other relevant policies   **Systems Development**  To ensure that the following systems are put in place and are working effectively   * Working with the Juba Logistics team to ensure effective use of the centralised programme supply chain by using effective order management systems at “capital” level for national and international orders. * Local, national and international procurement practices are compliant with Save the Children and donor regulations. * Coordinating transportation of freight by land and air is in line with programme budgets and needs; ensuring the most cost effective and reliable means of transport is used for the timely delivery of supplies to projects. * With support from Fleet Manager, ensure management of vehicle fleets is in line with Save the Children standards; ensure appropriate allocation and safe use of vehicles throughout the programme and ensure servicing and maintenance schedules are adhered to in all field offices. * Centralised and transit warehouses at Area level are maintained in line with programme requirements. Monitor storage and issue of transit and centralised stocks, ensuring the re-allocation of emergency stocks to project budgets after issue to the field. * That stock management and administration systems are implemented throughout the programme. Monitor projects stock levels and advise on appropriate stocking and replenishment to meet project demands. * In consultation with the Security Manager and Area representatives, to ensure the programme’s communication systems in all programme locations work effectively and ensure standardisation of all communication equipment throughout the country. * Ensure a centralised programme asset register is maintained; ensuring that all programme assets are logged, issued with unique Save the Children asset numbers and ID cards, and are tracked throughout the South Sudan Programme.   **Operational and capacity strengthening**  In close collaboration with the Programme Operations Director and Area representatives to:   * Ensure the programme as a whole is has the capacity to manage effective core logistics has the capacity to gear up logistics capacity to respond effectively to emergencies. * Participate in the development of all new proposed interventions providing overviews of logistics requirements in the development of project proposals and subsequent projects. * Develop the logistical aspects of the programme emergency preparedness plan. * In coordination with head of Logistics, provide direct management support, training and mentoring to the field based logistics staff and providing feedback through the review process as to their performance and capacity to undertake their role.   **Leadership, HR Management and Development**   * Maintain good inter team communications, engender good support dynamics and take suitable action when problem occurs * Ensure that clear HR policies and guidelines for all logistics staff are in place and adhered to. Support all Area Representatives in recruitment, induction, placement, promotion, training/development and separation/termination. * Promote a motivating working environment through teamwork approaches and appropriate support actions * Confirm that all HR actions are consistent with the principles/policies of SC and laws/ regulations of the country. * Performance management of staff where necessary: Ensure staff responsibilities are well-defined and understood; performance objectives are set and work plans produced. Regular reviews of job descriptions ensuring they reflect the actual roles. Agree annual performance objectives with staff lined managed by the Area Manager and make sure all managers develop objectives with their staff. Ensure six monthly performance reviews are documented for all staff and ongoing supervisions and support is provided in carrying out their tasks. Take timely and supportive action to respond to staff that do not meeting their performance objectives * Promote issues of diversity and inclusivity within SC’s actions and programs   **Liaison**   * Liaise closely with the Logistics Unit in Juba and Nairobi, and in general to support head office initiatives around global logistics systems, as required. * Participate in the logistics cluster meetings held in area offices (where possible) and represent Save the Children’s position and interests. * Liaise with governments, local administrations, the UN and other agencies as necessary. | |
| **SKILLS AND BEHAVIOURS** (our Values in Practice)  Accountability:   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved   Ambition:   * Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same * Widely shares their personal vision for Save the Children, engages and motivates others * Future orientated, thinks strategically   Collaboration:   * Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters * Values diversity, sees it as a source of competitive strength * Approachable, good listener, easy to talk to and loves to give feedback   Creativity:   * Develops and encourages new and innovative solutions * Willing to take disciplined risks   Integrity:   * Honest, encourages openness and transparency | |
| **QUALIFICATIONS AND EXPERIENCE**   * Relevant qualifications and/or experience in an area of logistics, supply chain management or equivalent. * Recommended a minimum of 3 to 5 years’ management experience in an International context, preferably in a humanitarian or conflict situation * Highly developed interpersonal and communication skills including influencing, negotiation and coaching * Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures * Strong results orientation, with the ability to challenge existing mind sets * Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in * Ability to present complex information in a succinct and compelling manner * Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies * Juba Arabic language an advantage * Fluency in English, both verbal and written * Commitment to Save the Children values   Female applicants are encouraged to apply | |
| **Date of issue**: 08/12/2016 **Author** : Arshad Malik, Director Operation South Sudan | |