



Logistics Adviser- Sudan - Khartoum

Country: Sudan – Location: Khartoum, with field visits in Darfur

Duration: 7 months, from September 2018 – Please note that visa approval can take up to 2 months, anticipation in the application process is therefore recommended.

Conditions: Salaried contract, gross monthly salary from € 1,800 to € 2,300 depending on experience, monthly per diem 480 EUR, medical coverage of 100% + repatriation insurance + provident fund, accommodation, international and local transportation as part of the mission, break every 3 months. More information on www.trianglegh.org, under "Participate".

Family duty station: possible, to be discussed according to experience.

Presentation of TGH

"Actor in a sustainable and shared solidarity"

Founded in 1994, TGH is a French international solidarity organization based in Lyon, France. The association designs and implements emergency, rehabilitation and development programs in the following sectors: water, hygiene and sanitation, civil engineering, food security and rural development, socio-educational and psychosocial. TGH is currently operating in 10 countries in Africa, Asia, Europe and the Middle East.

Presentation of the mission

TGH is present in Sudan since September 2003, and opened its first project for the victims of the Darfur crisis in one of the IDPs camp in West Darfur (Riyad camp of Geneina) in June 2004. TGH has since extended its activities in West Darfur and Central Darfur, implementing its projects through 5 operational bases (Geneina in West Darfur; Bindizi, Um Dukhun and Zalingei and Golo in Central Darfur). All projects are coordinated from Khartoum main office. TGH currently works in the fields of water and sanitation, hygiene promotion, NFIs, food security and livelihood, Education.

TGH's strategy in Darfur consists in shifting gradually and where appropriate to more development-oriented programming, while maintaining the capacity to provide humanitarian assistance when needed.

Ongoing operations include:

- The strengthening of food security and livelihood, through distribution of agricultural inputs, promotion of farming best practices, sustainable natural resources management, development of income generating activities and targeted food distribution.
- Construction and rehabilitation of water supply systems and sanitation services, hygiene promotion and capacity building of community based committees and local authorities in WASH services sustainable management.
- Emergency assistance to people affected by population displacement and natural disasters (provision of Non Food Items- NFI and emergency shelter, safe water supply facilities, emergency sanitation and hygiene promotion for vector control).

TGH is currently funded in Sudan by a set of different donors: HF, ECHO, Europe Aid, UNDP, SHF and IOM-RRF.

Job description

The overall responsibility of the Logistics Adviser is to train the local support team in order to support the current and future projects and to ensure the implementation of all logistics procedures.

A Logistics internal audit has been conducted in 2017-2018. Based on the preliminary observations and recommendations, the position of the Logistics Adviser will include:

- **Staff capacity building and Logistics department strengthening**

- Through regular field visits, identify the elements/problems inside the department that need to be addressed and recommend solutions and/or train the team, at coordination and field levels.
- Support and check the national teams regarding the respect of the Logistics procedures and follow up (supply chain management, internal procurement rules, purchases plans, Purchases Follow Up, anticipation, inventories, fuel consumption follow up, communication and reporting to HQ...).
- Support and strengthen the capacity of the national team in checking the quality of the documentations/archives related to Logistics / procurements in order to guarantee the respect of TGH internal rules and donors' demands, at coordination and field level ; the final checks of procurement procedures compliance with TGH and donors standards being the responsibility of the Logistics Adviser.
- Support TGH national team (Logistics, Administration and Programs) in the use of the recent internal purchase request tool and purchases follow up tool, and ensure its regular update.
- Set up training plan, provide trainings and adapted tools to TGH national team (Logistics Department) and National Partners on the internal logistics procedures, specific logistics subjects (stock management, supply chain, fleet management etc), as well as logistics tools (purchase follow up, purchases requests, etc.) in order to improve the work of the department and therefore the projects' implementation, at coordination and field level.
- Recruit, if required, staff for the Logistics Department and provide training.

- **Ensure the good management of the logistics activities**

- Ensure the good management and documentation of all the supply chain activities in all operational bases.
- Ensure the respect of internal and donors' purchase procedures and validation by operational/financial Departments in headquarters.
- Ensure the quality and timeliness of the purchases.
- Ensure the good management of all the equipment, assets and premises.
- Ensure the good management of movement plan, the team of drivers and the fleet of vehicles.
- Support the use and understanding of all internal Logistics tools: assets, stock and fleet follow-up, in kind donations follow-up, communications.

- **Support the collaboration between TGH Logistics and other departments (Administration, Programs)**

- Strengthen the coordination between Logistics and Administration and Programs departments; propose adapted solutions, tools and communication mechanisms to ease the overall supply chain and Logistics.

- **General support to the mission**

- Contribute to the update, implementation and respect of security measures defined for the mission.
- Support internal improvement processes. Contribute to knowledge and information sharing within the INGO team.
- Support the national teams in the Logistics tasks and reporting.

This list of responsibilities could be modified according to the needs in the field.

Working environment and living conditions

Based in Khartoum, the Logistics Adviser will perform regular missions to Darfur bases. The movements to the field-bases are ensured by United Nations Humanitarian Air Services- UNHAS.

Security conditions in Khartoum are globally good with no particular movement restrictions.

Health risks are limited and there is little prevalence of malaria or other diseases in Khartoum. Quality medical services are available in Khartoum.

The mission in Khartoum has an office/ guesthouse of a significant size (4 floors) providing adequate separation of work and living space. Communication means are good (efficient internet, international phones).

Khartoum enjoys a lot of different places for extra-professional activities: markets, swimming pools, sailing club, museums, gardens, access to cultural sites out of Khartoum. The social life is rather rich and active.

There are daily flights to regional and Europe destinations and expatriates go out of the country every 3 months for breaks.

Profile

- At least 2 years' experience as Logistician in humanitarian context is required
- Fluent in French and in English; Arabic is an asset
- Good skills in transfer of knowledge/training
- Computer skills (including Excel and Word)
- Writing skills in French and in English
- Excellent interpersonal and diplomatic skills
- Autonomy, rigor and skills for synthesis
- Good organizational skills
- Adaptation capacities to dynamic context

Application

Applicants are invited to send a resume + a cover letter by mail to the following e-mail address: recrutement@trianglegh.org, to the attention of Alexandra Bourdekas, Human Resources Manager.