

Job Description

Catholic Relief Services (CRS) / Southern Sudan has developed this Job Description for the following position:

POSITION TITLE:	Caritas Logistics & Security Officer
LOCATION:	Southern Sudan
GRADE:	PM-I
DEPARTMENT:	Program Quality – Field Operations
SUPERVISORY RESPONSIBILITIES:	Warehouse Keepers (Primary Warehouses)
REPORTS TO:	Caritas Emergency Response Coordinator
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Program Summary:

A twelve-month proposal, "Sudan Emergency Appeal" was submitted by the Sudan Catholic Bishop Conference to Caritas Internationalis on behalf of Caritas agencies working in Sudan and Sudanaid. Caritas agencies have a long and respected history of supporting humanitarian and development projects in Sudan. The Church in Sudan has been a key actor in the humanitarian sector throughout the years of conflict, yet currently it faces considerable difficulties in regards to its capacity to respond. The aim of this project is to strengthen the capacity of the Caritas family (diocese, national, and member organizations) in Sudan to respond to anticipated emergency situations in the country, including any scenarios that develop during the build up and aftermath of the Referendum that is scheduled to take place on the 9th of January, 2011 as well as other man made or natural disasters. The overall goal is: *to strengthen Church and community structures to mitigate the impact of man-made and natural disasters in Sudan.* This intervention will focus on the 9 dioceses and one pastoral region in Sudan with the following specific objective; *All Dioceses in Sudan will develop effective emergency preparedness plans and have the capacity to deliver the responses in their target communities.*

The direct beneficiaries of the project will be those staff trained from the 9 Dioceses and 1 pastoral region, Sudanaid and other CI member agencies with operations in Sudan. Communities in all dioceses will also benefit through participation in emergency preparedness and early response activities. These beneficiaries will be reached through activities such as community managed disaster preparedness, establishing minimum capacity within all dioceses and focusing on likely hotspots, to enable them to respond effectively to any emergencies that may arise. Potentially up to 100,000 conflict or disaster affected people will be reached through early response activities such as distribution of NFIs.

The project will be managed by a Caritas Coordination Unit, and will involve staff from Sudanaid, the Dioceses, and participating CI agencies. CRS has been requested by Sudanaid to act as Facilitating Partner to support effective financial management and procurement for the program.

PRIMARY RESPONSIBILITY OF THE POSITION

Caritas Logistics/Security Officer – The Caritas Logistics/Security Officer will lead logistical and security operations of the Sudan Emergency Preparedness and Response program. The candidate for this position must have experience working in complex humanitarian emergency settings as well as commodity management experience and on-the-ground logistics and field level planning. This person will report to the Emergency Response Coordinator and coordinate all commodity and procurement management with the CRS Management Quality Coordinator. *This post will be shadowed by Sudanaid staff to enable long-term skills transfer.* The main function of the Caritas Logistics & Security Officer is to ensure compliant and coordinate efficient planning, receipt, storage, distribution, and reporting of commodities in support of field activities. His/her major tasks will be to oversee procurement, movement of NFIs and other program materials from suppliers to field locations, security management at the program level, administrative compliance with CI regulations and reporting on resource management.

Program Implementation and Oversight Responsibilities:

1. Prepare commodity and financial budgets for program to support programming needs and coordination.

2. Review and update the program relied materials and financial budgets.
3. Oversee procurement of program materials and ensure sufficient supply of relief items for program.
4. Ensure that CRS' Procurement Policy is applied when purchasing goods and services for the EA program
5. Approve and submit Job Orders for dispatch of NFIs and other commodities to field locations on timely bases to ensure that sufficient supply of commodities are pre-positioned at the various diocesan warehouses;
6. Monitor the shipment of commodities starting from dispatch from suppliers to CRS warehouses in Sudan, their arrival and clearance at port of entry, and eventual delivery at distribution sites.
7. Ensure that contract agreements are made with clearing agents and transporters for the timely clearance and transport of the food to final destinations (distribution points).
8. Maintain monthly commodity pipelines.
9. Ensure that key program staffs (warehouse keeper, field monitor, distributors) at all levels are aware of requirements of regulatory compliance regarding the use of program resources and adherence to them.
10. Undertake security assessments on regular bases, and establish links with UN Security and other legal security organs in Southern Sudan.
11. Maintain and manage a clear and comprehensive security protocol for all staff working in the program

Program Reporting:

1. Ensure that adequate internal control systems are in place at all levels to ensure data integrity for quantitative reports pertaining commodity management.
2. Reconcile and submit Commodity Status Report, Recipient Status Report, and Loss Status Reports and submit to the Emergency Response Coordinator on monthly and quarterly basis.
3. Oversee entry of data into program database system.
4. Create ad-hoc program status reports as may be needed.
5. Oversee use and operation of the commodity-tracking database.
6. Prepare monthly security briefing reports for submission to the Sudan Working Group Steering Committee and program implementation partners

Compliance:

1. Ensure that all loss, damage or misuses of commodities reports are appropriately.
2. Respond and act on audit findings as they relate to commodity management in coordination with the Emergency Response Coordinator.
3. Review and upgrade commodity management policies, procedures and systems to ensure that they meet CRS and CI's requirements in coordination with Emergency Response Coordinator.

Training/Capacity Building:

1. Organize training activities to build the capacities of Sudanaid, diocesan and Caritas staff in emergency preparedness and response activities; i.e.: need assessment, etc.
2. Provide training and technical support to Sudanaid staff in fleet management, stock control/handling and distribution of relief items

Financial:

1. Review all requests for payment of vouchers from suppliers and transport companies.

Supervisory Responsibility:

1. Warehouse Supervisors in Nimule and other primary warehouses.

Qualifications:

1. Experience in managing program resources in extreme emergencies
2. Experience working with the Catholic Church and Church partners
3. Proven expertise in technical skill training to support the development of local capacities in communities affected by conflict or natural disasters.

4. Possess a graduate degree in a development related field, or its equivalent.
5. Sound management skills including a minimum of at least 5 years managing logistics and security in a development agency.
6. Understanding of program cycles and project management and good analytical & conceptual skills
7. Excellent interpersonal and negotiation skills
8. Excellent communications skills, both oral and written,
9. Excellent self-motivation skills,
10. Ability to exercise sound judgment and make decisions independently,
11. Extremely flexible, and have the ability to cope with stressful situations,
12. Ability to relate to and motivate local staff effectively,
13. Ability to work as a team player in a challenging environment,
14. Ability to represent the Agency in high level meetings with donors, local Church, and local government,
15. Ability to work both as a motivating member and a leader of a diverse team,
16. Professional proficiency in English
17. Good computer skills
18. Capacity to understand, coordinate and promote good security protocol