

JOB DESCRIPTION

Deputy Logistic Manager

Relevant Information: Following the redefinition of the mission structure, and most recently until now the department has been headed by a national staff in the capacity of Head of Logistics that provides technical and supervision support to the logistics team. Now, with its new mission strategy beginning May 1, 2017 and beyond, Action Against Hunger are interested in receiving application for the position of Deputy Logistic Manager, which reports to the Administration Manager.

Work Base: Monrovia with frequent travels to operational areas.: Logistics
(Internally & Externally Applicant)

Title of post : Deputy Logistic Manager	Status : M1J	Hierarchy : Administration Manager Supervised by : Admin Manager Supervises : Security Guards, Casual workers, Drivers
Missions : The deputy logistics manager is responsible for all the logistics management for Montserrado Base and focal person for the mission Logistics management reporting to the Log-Admin Manager. He/she will be required to ensure optimum logistics support is given to the programs and contribute to the security; fleet, facilities and ICT management for the mission. He will support the Admin log manager on his logistic responsibilities.		General means : Computer, Telephone, Radio Special means : Action Against Hunger Kitlog procedures
Diploma/ Level of studies: BBA in Management /or related field of study in Procurement, Material Administration/Supply Chain Management. Professional experience : At least 2 years in similar position (Logistics Management, Supply Chain Management, Procurement Management) Transverse skills : Good organizing capacity – Diplomacy – Rigour – Resourcefulness - Negotiation Language: Fluent in English Informatic skills: Good command of Excel, Knowledge in Word, Quick Learner of other computer software		
Mission 1: Provide leadership for the mission Logistics management The Deputy Logistic Manager is responsible for: <ul style="list-style-type: none"> ⇒ Monitoring and analyzing logistical indicators of the Mission; ⇒ assessment of the logistical capacities of his/her zone ⇒ support to Program Managers, and admin log in in the assessment of their needs ⇒ Optimizing the logistics response for the mission by analyzing indicators, making recommendations and providing information updates ⇒ Maintaining updates of the logistics capacity for the mission and planning accordingly; ⇒ Making available all logistical information needed for the elaboration of projects, training and monitoring of program managers. 		ACF KitLog

Mission 2: Implement a performant Mission's Supply Chain
The Deputy Logistic Manager is responsible for:

- ⇒ Ensuring conformity with Action Against Hunger's procedures at each stage of the supply chain;
- ⇒ Performance in respect of costs, quality and timeliness in the supply chain (purchasing, transport, stock) throughout the Mission;
- ⇒ Advice, information and alerts on the processing of requests to the requesters;
- ⇒ Comprehensive knowledge of the market in the country;
- ⇒ Timely and high quality reporting on supply chain management for the Mission;
- ⇒ Putting in place ACF logistical procedures and training and supervising both clients and suppliers in the application of these procedures;
- ⇒ Contributing to the Project Procurement Plan at the launch of new projects;
- ⇒ Monitoring the Supply Plan;
- ⇒ Establishing the Treasury Forecast;
- ⇒ Receiving and approving the Procurement Requests and updating the Procurement Follow-Up;
- ⇒ Putting in place and arranging for purchases in a timely manner and in accordance with the ACF procedures applying to each purchase (goods, tasks, services, premises);
- ⇒ Negotiation and selection of suppliers;
- ⇒ Controlling deliveries to bases and programs.

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Mission 3: Implement performance facilities management
The Deputy Logistic Manager is responsible for:

- ⇒ Safety of the working and living environment;
- ⇒ Provision and maintenance of logistical equipment;
- ⇒ Security of logistical equipment, training and assistance to users;
- ⇒ Supervision of the building, rehabilitation and maintenance required for the functioning of the base and the living environment;
- ⇒ Provision of water and energy supplies to all buildings required for the functioning of the base and the living environment;
- ⇒ Timely and high quality reporting on his/her area of activity;
- ⇒ Undertaking or supervising the installation, maintenance and repair of logistical equipment;
- ⇒ Maintaining the equipment list of the Mission;
- ⇒ Assessing the needs for logistical equipment and ensuring proportional allocation;
- ⇒ Carrying out an inventory and reporting on the state of repairs of property on arrival and departure;

- ⇒ Supervision of the energy sources and fleet management: maintenance, planning, monitoring costs, administrative aspects (insurance, documentation);
- ⇒ Supervision of security guards and drivers.

Mission 4: Responsible for the ICT and Equipment Management for the mission. The Deputy Logistic Manager is responsible for:

- ⇒ The setting up and efficient operation of the means of communication (voice and data) in accordance with Action Against Hunger standards;
- ⇒ The security of both equipment and its users;
- ⇒ Training and support to users;
- ⇒ Rationalisation of the costs of equipment utilisation;
- ⇒ Assistance to the Head of Logistics Department in the strategic choice of equipment;
- ⇒ Monitor the mission's equipment allocation and organize the maintenance and repairing;
- ⇒ Anticipate the maintenance to be done on the fleet and generators;
- ⇒ Monitor the cost expenditure regarding maintenance planning with Admin Manager;
- ⇒ Make sure the Log Book is properly filled up by drivers;
- ⇒ Produce at the end of each month the Motor Cost Report document to integrate in Log
- ⇒ Monthly Report from all bases;
- ⇒ Ensuring that all the mission's workstations adhere to Action Against Hunger's IT standards;
- ⇒ Ensuring that the necessary communication equipment is available in the mission;
- ⇒ Maintaining equipment (IT and telecoms) and conducting daily/monthly checks to ensure that
- ⇒ Maintenance tasks have been completed;
- ⇒ Monitoring and tracking the mission's IT and telecoms resource pool;
- ⇒ Managing relationships with external suppliers (maintenance and repair services, etc.).

Mission 5: Contribute to security management

- ⇒ The deputy logistic manager is responsible for:
- ⇒ Working with the Country Director on the definition of a local security plan;
- ⇒ Putting in place security guidelines for the base and ensuring they are properly applied;
- ⇒ Maintenance of an effective network, with local input, on contextual and security matters,

- ⇒ Collection and analysis of information to inform the risk and context analysis undertaken by the Country Director;
- ⇒ Security briefing and training of Action Against Hunger's teams;
- ⇒ Monitoring the application of security procedures, issuing reminders and alerting the person in charge of the base as and when necessary;
- ⇒ Ensure the key system backup for the Mission.

Mission 6: Manage the Logistics team: The deputy logistic manager is responsible for:

- ⇒ Day-to-day management of his/her team (guidance, follow-up, motivation);
- ⇒ Evaluating the performance and developing the skills of his/her team members;
- ⇒ Defining the Logistics Human Resources needs and producing the organizational chart;
- ⇒ Taking part in the recruitment of his/her teams;
- ⇒ Organizing and leading team meetings;
- ⇒ Working out and monitoring individual action plans for team members;
- ⇒ Managing planning operations, task sharing and coordination of work;
- ⇒ Providing for evaluation interviews for team members;
- ⇒ Providing technical support to the teams;
- ⇒ Identifying the training needs of team members;
- ⇒ Devising, organizing and leading training sessions;
- ⇒ Managing difficulties in the team.

MODE of Application:

Soft Copy only. An application package consisting of a motivational cover letter & resume/cv.3 references. Most recent employer with active e-mail addresses and phone numbers enclosed. Do not submit any other document. All application should be sent to: jobapplications@lr.missions-acf.org.

Action Against Hunger is an international employer with a track record of high transparency in recruitment and do not discriminate on the basis of sex, gender, sexual preferences, ethnicity, religion. Because of the volume of Applications we may receive, we encourage you to specify the title of the post you are applying for. E.g.: **Deputy Logistic Manager**

We do not solicit any mean of processing your application for employment. Based on the need of this position Action Against Hunger may fill the post before its expiration date. Application will be review on a rolling basis

- ✓ **Deadline for application Friday, May 26, 2017.** Qualify applicants are encourage to apply before the deadline.



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