



JOB PROFILE

JOB TITLE: Logistician	
DEPARTMENT / LOCATION: Monrovia	JOB FAMILY: Property & Logistics
SALARY:	
<p>LNRCS PURPOSE: To work with others to find lasting solutions to poverty and suffering.</p> <p>JOB PURPOSE: To be responsible for meeting LNRCS procurement requirements according to policies and procedures.</p>	
<p>REPORTING LINES: Post holder reports to: Director of Logistics Staff reporting to this post: None</p>	
BUDGET RESPONSIBILITY: None	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Carries out tasks within guidelines • Tasks are routine and ad-hoc to meet organisational needs and require good planning and organisation. • Required to gather information and give information to managers and external contacts. • Impact is wider than just own team or process – potential impact on programme countrywide • Provides leadership on improving systems and processes and sets an example in the following of LNRCS policies and procedures. • Provide capacity building skills through training and close working liaison with partners in Liberia. 	
<p>KEY RESPONSIBILITIES: Procurement Assistant will be the focal point for all LNRCS/CRC procurement needs. S/he will be responsible for the procurement process, implementing new systems as required and provide leadership in ensuring that LNRCS procurement policy and procedures are adhered to and that LNRCS minimises fraud and corruption in the office. Specific responsibilities include:</p> <ul style="list-style-type: none"> • Collection and efficient processing of requisitions. • Calling for quotations / tenders as per LNRCS and donor requirements, for both local and international procurement • Negotiating prices with suppliers. • Preparation of paperwork required for procurement. • Ensure that materials purchased meets the organisation's and requisitions specifications. • Maintaining an up to date price lists of regularly purchased materials • Induct all new staff on the use of Requisitions. • Be familiar with and ensure compliance with Donor and LNRCS requirements <p>Supplier/Vendor Management</p> <ul style="list-style-type: none"> • To manage all aspect of supplier/vendor relationship, including oversee annual supplier rating, pre-qualification and registration and handling all supplier /contractor claims/disputes. • Assist the logistics staff in supplier relationship management through the measuring and monitoring of key performance indicators including quality, customer service, price, and delivery times • To ensure the development and maintenance of a database of appropriate suppliers, equipment and 	



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specifications able to supply LNRCS programmes and to share and promote this information with the Logistics team and other technical staff.

- Carry out regular Vendor ethical checks
- Carry out service audits on a regular basis
- Represent LNRCS in supply chain related meetings as requested

Managing the Purchasing functions

- Providing oversight as regards management of all Purchasing/Contracts and administrative matters relating to Purchasing & Supplies
- Ensure that tendering process is followed and implemented properly for high value purchases ensure that LNRCS achieves best possible value for money, documented procedures are adhered to, and any relevant information is shared with the appropriate people including donor reporting and finance. This will include completing the summary of bid process, understanding the review/approval for award, and the necessary communication to the supplier.
- Review all bid/quotation/tender analysis and prepare recommendations for approval by the relevant procurement authorities.
- Make presentations to the Tender Committee on all major purchases requiring Tendering before award of contract
- Sharing status of tendering and bid process with the requestor and all relevant persons involved from the request to suppliers through bid award
- Coordinate contract close out procedures when contracts are completed and payment done.
- Coordinate liaison with Inspection Bureaus on quality survey of imported/export/manufactured goods to assure compliance with LNRCS specifications
- Providing oversight as regards management of all Procurement/Contracts and administrative matters relating to Procurement.
- Manages logistics activities in relation to transportation, distribution and disposal of supplies
- Arranges clearance of all imported/exported goods and the processing of the necessary documentation.
- Manage the activities/contract of the clearing and forwarding agent for LNRCS to ensure timely delivery/response to arising needs.
- To liaise with the Finance department on issues relating to Purchasing and supply and the subsequent payment process

Paper trail and records

- The Procurement Assistant will be responsible for developing and maintaining good information management systems and ensuring that documentation is filed in an orderly and easy to locate manner and audit trail is maintained for procurement.
- The Procurement Assistant will update the electronic requisition tracking system on a daily basis and ensure its periodic distribution to users.

Linkages

- Post holder will ensure that materials purchased and delivered meet required standards.
- Post holder will liaise closely with the Logistics Director, IT and WASH Supervisor and keep him/her briefed on the status of supplies required for their programme.
- Post holder will liaise closely and systematically with the Finance unit in ensuring that payments to suppliers are made promptly.
- Post holder will provide support and guidance to the Administrative assistant with regards to contracts and the procurement of services.
- Post holder will liaise and coordinate with the administrative assistant, to ensure timely staff and visitors travel bookings and purchase of airline tickets for staff.

SKILLS AND COMPETENCE:

Essential

- Excellent written and oral communication skills



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- 3 years experience in similar capacity.
- Excellent negotiating skills.
- Able to work independently using own initiative.
- Good interpersonal and team working skills.
- Good knowledge of MS Excel and MS Word
- People management and leadership skills
- Organised and systematic

Desirable

- Studies in supply chain management
- Knowledge in the use of computer databases.

To apply for this job please send your Resume and a Cover letter to
lnrcs.recruitment2016@liberian-redcross.org

Cc: pierre.lacerte@redcross.ca or pierre.lacerte@croixrouge.ca

NOTE: Only electronics applications will be accepted, and **NO** telephone calls.
Deadline for receipt of applications is May 22, 2017.

Females are highly encourage to apply.