



POSITION DESCRIPTION

Position Title: Logistics Officer
Duty Station: Monrovia, Liberia
Position Category: Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> AND Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Salary Level: Level – 4 / 4
Current Employee: N/A

PROGRAM/DEPARTMENT SUMMARY:

Mercy Corps (MC) is a leading global humanitarian agency saving and improving lives in the world's toughest places. With a network of experienced professionals in more than 40 countries, we partner with local communities to put bold ideas into action to help people recover, overcome hardship and build better lives now, and for the future. In these important and imperiled places, Mercy Corps listen to local voices to prioritize people's most urgent needs, taking a long-term view and promoting innovative solutions that drive true change. Mercy Corps has been operational in Liberia since 2002, most recently implementing programs in food security, peace building, and youth empowerment.

GENERAL POSITION SUMMARY:

Under the guideline of the Senior Logistics Officer, the Logistics Officer is responsible for overseeing, processing, handling, recording, moving and the documentation of all materials into and out of the Mercy Corps programs throughout Liberia. The Logistics Officer must at all times follow the policies and procedures of Mercy Corps including the "Office-in-a-Box" on the Mercy Corps Digital Library and ensure accountability, transparency, and timely movement of materials to where they are needed. He or She will supervise and assign the drivers, mechanics and Watchmen. He or She will prepare and submit monthly reports on all activities including fuel usage, vehicle status and maintenance and warehouse inventory. This position is Mercy Corps Monrovia office based, with some field visits to MC County Offices for oversight and management of field logistics/operations activities. The Logistics Officer will work in collaboration with Operations/Logistics at Field Offices as well as work closely with Program, Administration, HR and Finance teams within Mercy Corps. This position will be instrumental in supporting program activities through his/her high quality knowledge and experience of Logistics functions and procedures.

ESSENTIAL JOB FUNCTIONS:

Logistics Responsibilities

- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission.
- Follow Mercy Corps "Office-in-a-Box" policies and procedures found on the MC Digital Library.
- Work in close coordination with the Lead of Support Operations, Finance and other staff in developing an effective materials delivery system, especially as related to Mercy Corps programs in the field.
- Ensure that drivers are well-trained and licensed to operate Mercy Corps vehicles in a safe manner in accordance with the Liberian Law and Mercy Corps policies, and to protect the personal property of Mercy Corps.
- Act in a timely manner on all vehicle maintenance and repair needs reported by Vehicle Drivers, Motorcycle users and MC Mechanic, including timely procurement and inventory management of spare parts and other supplies.
- Ensure that vehicle log books are kept accurately and complete a monthly analysis of their maintenance and fuel usage, alerting Management of any concerns and acting swiftly on developing and implementing corrective measures.
- Ensure that drivers are aware of and implement Mercy Corps security protocols and safety standards.



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- Submit monthly report on all activities including fuel consumption, vehicle maintenance, warehouse inventory, etc.
- Demonstrate accountability for the completion of tasks, or, if running behind schedule, to communicate with supervisors to establish improvements.
- Track vehicle expenses in accordance with the respective procurement policy
- Oversee fuel consumption, purchase and tracking including coordination fuel providers.
- Ensure that all vehicles are safe and road-worthy.
- Manage logistics staff leave schedules ensuring smooth operation of the fleet.
- Responsible for oversight of vehicle rentals including tracking of leases and payments
- Will oversee assets management and ensure accurate record keeping of all Mercy Corps assets, Donor assets and exceptional items that require registration and movement tracking in accordance with the Mercy Corps Asset Management Manual.
- Assist the Admin Officer in the management of the Mercy Corps facilities (office buildings and guest houses)

SUPERVISORY RESPONSIBILITY: **Head Driver, Head Security Guards and Logistics Assistants or Interns.**

ACCOUNTABILITY

REPORTS DIRECTLY TO: **Senior Logistics Officer**
WORKS DIRECTLY WITH: **Monrovia based Program, Finance and Operations staff and Operations staff in field offices**

KNOWLEDGE AND EXPERIENCE:

- A **minimum of three years** experience in operational support functions with a humanitarian non-governmental organization or international organization in Logistics.
- Experience in setting up and managing logistics management systems.
- Proven ability to solve problems independently without direct supervision.
- Excellent problem solving skills, representation, skills and the ability to work comfortably with an ethnically diverse staff.
- Effective verbal and written communication, organizational, prioritization and computer skills in Microsoft Office applications, especially MS Excel.
- Excellent oral and written English skills.

SUCCESS FACTORS:

A clear understanding of Logistics functions as well as the willingness and ability to enforce compliance with Mercy Corps and donor policies and procedures is essential. The ability to interact effectively with international and national staff members is required. A demonstrated ability to work quickly and accurately, meet deadlines and process information in support of changing program activities is necessary.

APPLICATIONS:

Submit your application including a cover letter clearly stating your salary requirements, CV (with 3 referees), and copies of academic qualifications/certificates to the HR Manager. E-mail to hr-jobs@mercy Corps.org. Deadline for Submission: Close of business on **MAY 26, 2017** at 4:00pm.

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY. Mercy Corp will contact only short-listed candidates