

Logistics Assistant



About More Than Me

More Than Me operates public schools as part of the Ministry of Education's Partnership Schools for Liberia (PSL) program. We support 18 partnership schools and over 150 teachers for the 2017-2018 Academic Year. At MTM, we believe that every child deserves to live in safety, with access to basic healthcare and a quality education. We work to support existing government schools and the MoE's goal to have a qualified teacher workforce. We work to have the most accurate data possible at our schools, so that we can target areas in our efforts that need the most improvement and continue to develop as an organization.

Role Summary

The Logistics Assistant is to assist the Logistics Officer for the smooth running of the day to day Logistics issues at MTM Academy responsible which includes the management of the (securities, Electrician, Generator, LEC Connection), at MTM Academy premises.

Key areas of responsibility are described below:

- Ensure that the drinking and domestic water is at the Academy at all time,
- Regular check the LEC Credit balance for replenishment to take effect through the Logistics Officer,
- Fuel the generator and take records of both fuel quantities and running hours,
- Ensure effective and efficient security services at MTM Academy and report any unusual behavior by the security to the Logistics Officer,
- Work closely with the Principal and Vice Principal on their daily need or activities,
- Carry out daily checks in and out of the MTM Academy in strict collaboration with the Principal, Vice Principal and Logistics Officer,
- Maintain a positive working relationship with other co-workers at the MTM Academy and MTM Main office,
- Check the store room and cooking areas for tidiness at all times,
- Take inventory of materials at the MTM Academy through the Principal, Vice Principal and Logistics Officer,
- Prepare accurate and transparent daily, weekly and monthly reports (generator fuel consumption, drinking water...etc.) in a timely manner,
- Carry out any other duties as may have deemed necessary by the supervisor or MTM Management,

Required Qualifications:

- Strong computer-based skills (proficiency in Microsoft Excel is especially important)
- Minimum high school graduate
- Strong attention to detail
- Very good communication skills, especially in writing
- Willingness to learn quickly and adapt to challenging situations
- Commitment to uphold More Than Me's culture to be relentless, honest, positive; and to embody love

Location: More Than Me Academy on Ashmun Street, Monrovia, Liberia

Salary and Benefits: Competitive salary and associated benefits

Contract Details:

- 12-months contract with option to renew
- 3-month probationary period
- Expected start date: August 1, 2018

Application Requirements:

All applications (resume, cover letter with 2 professional references) are submitted through the provided email address to careers@morethanme.org, Deadline for submission of APPLICATIONS is **July 25, 2018 @ 4:00pm**.