



Job Vacancy/Description: Logistics Administrator

Job Title:	Logistics Administrator
Organization profile and background:	<p>Welthungerhilfe</p> <p>Welthungerhilfe was founded in 1962 as the National Committee of the “Freedom from Hunger Campaign” set up by the United Nations’ Food and Agricultural Organization (FAO). Today it is one of the largest International Non-Governmental Organizations working in development cooperation and humanitarian aid based in Germany. The organization is non-profit making, non-denominational and politically independent, and run by a board of honorary members under the patronage of the German President.</p> <p>Welthungerhilfe (WHH) is working in 40 countries in Africa, Asia and Latin America and campaigns publically for fairer cooperation with developing countries. Its’ work has been funded by private donations from the population at large and public grants including Kreditanstalt für Wiederaufbau(KfW), BMZ, DEVCO/EuropeAid, USAID/OFDA, ECHO (FPA P-partner) and DFID are among many others.</p> <p>Welthungerhilfe has been working in Liberia since 2003 focusing on Sustainable Food and Nutrition Security, Infrastructure and WASH interventions. <i>As of January 2018, Welthungerhilfe Liberia has been granted a project from KfW. It is the fifth phase of the Reintegration and Recovery program in the South East part of Liberia to be implemented for 4 years durations (2018- 2021.)</i></p> <p>The overall objective of the program is to contribute to the sustainable socio-economic development and food and nutrition security improvement in the South-East of Liberia and to the consolidation of the peace process. The project will work to make stronger the market integration and economic sustainability in the agriculture sector and to move towards a sustainability infrastructure development and build up institutional capacities. Specifically, the Supply of basic services in rural roads, market utilities, agricultural production and processing and WASH at household, community and institutional level will be addressed by the program. The proposed program will intervene also in supporting the issue of women empowerment as one of the main pillars of all involvements. In the three main intervention sectors (agriculture, WASH and women empowerment), the program is keen to integrate and empower local actors, government line offices and civil societies through capacity building measures.</p> <p>At least 60, 000 persons will be benefitting directly from this project in the three target counties (Grand Gedeh, River Gee and Maryland.) The project will be executed by three consortium partners, i.e. WHH, OXFAM and Medica Liberia. WHH is the lead agency for the project implementation.</p>

	Hence, WHH want to recruit a qualified and competent professional for the above-mentioned position to be part of the execution of this program.
Location:	Based in River Gee County, Fish town City
Objectives of the Position:	The Logistics Administrator will do the recording and processing in software program the receiving, distribution and procurement of materials in accordance with Welthungerhilfe standards and procedures
Responsible to:	Senior Logistics Officer
Responsible for:	Drivers
Main Responsibilities:	<ul style="list-style-type: none"> ▪ Data processing of received and dispatched materials and local procurement in logistics software program ▪ Daily reporting to the Senior Logistics officer using logistic tracking system (daily mutation record). ▪ Keep tracking records of inventory stock ▪ Keep tracking records of outstanding procurement requests ▪ Verification if working codes and material codes on store releases forms are correct ▪ Random stock verification with the Senior Logistics Officer once per week and make a written report for approval to the Head of Project ▪ Liaise in consultation with Senior Logistics Officer and logistic assistant/fleet manager the reception & dispatching goods, collect the waybills and keep record of waybills ▪ Accurate filing of SPRs, GRNs,SRF,LPR and waybills in the relevant files ▪ Maintain a safe operated warehouse; ensure safety against risks found in the typical warehouse setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc. ▪ Supervise Material Inventory System, identify priorities and organize with senior logistics officer. ▪ Report (in writing) any theft, absence, damage or spillage of materials to the Senior Logistics Officer ▪ Draft monthly fuel consumption reports for vehicles, trucks, motorbikes and generators for submission and approval to the senior logistics officer ▪ Report monthly the stock balance to the Senior Logistics Officer within the given time frame
Experience:	A minimum of 3- 5 years professional experience in a similar position, excellent knowledge of procurement and warehousing polices management
Education:	University degree in a course related to the program's goals. (Post graduate studies) Professional specialization (preferably in Logistics is an asset)

Languages:	Excellent command of spoken and written English Very good familiarity with the area the project is situated
Computer skills:	Good working knowledge of MS Office and Modern telecommunication systems. (internet, outlook, fax)
Personal Skills:	<ul style="list-style-type: none"> • Communicates and liaises with others • Capacity of team work, ability to work in a team • Intercultural Competence • Gender sensitive • Willing to learn and share knowledge • Professionalism integrity and commitment to project demands
Starting date	
Applications for this position should be sent to:	Please send softcopies of a motivation letter and CV and any additional documents you wish to submit (e.g. scans of certificates, letter of recommendation) to the following email with the subject: recruitment.liberia@welthungerhilfe.de
Note:	After reviewing the applications received by the closing date, within two (2) weeks period “if you don’t hear from us consider your application unsuccessful.” We encourage you to apply again for posted and advertised positions in our Organization, for which you qualify in the future.
Note:	
Closing date:	06TH August 2018