INTERNAL/EXTERNAL JOB VACANCY

Action Against Hunger is an International Non-Governmental Organization that is charitable, impartial, non-political, independent and non-profit making, with headquarter in Paris, France. Action Against Hunger has humanitarian programs in more than 41 countries, assisting victims of war, disease and famine. In Liberia Action Against Hunger was established in 1991. Action Against Hunger overall objective in these contexts is to fight against hunger and this is achieved through the implementation of nutrition, health, food security and water & sanitation projects. Emergency relief responses to immediate needs are usually followed by longer-term activities aiming to enable affected populations regain their self-sufficiency. Action Against Hunger is implementing programs with support from the following donors: UK AID (DfID), Irish Aid, AFD....

Action Against Hunger is seeking motivated and dynamic candidates for the position below:

**POSITION: COUNTRY LOGISTIC MANAGER**

**START DATE:** August 5, 2019  
**COMPETITIVE SALARY PACKAGE and ALLOWANCES**  
**DURATION OF CONTRACT:** five (5) months  
**LOCATION:** Monrovia  
**NUMBER OF POSITIONS :** 1 (One)  
**SUPERVISED BY :** Country Coordinator  
**DIRECTLY SUPERVISES:** Logistic team

**Assignment:** The country logistics manager is responsible for all the logistics management for Montserrado Base and focal person for the mission Logistics management reporting to the country Coordinator. He or she will be required to ensuring optimum logistic support to the programs and contribute to the security; fleet, facilities and ICT management for the mission. He or she will support the Coordinator on his logistic responsibilities.

**Key Responsibilities :**

The Country Logistic Manager is responsible to:

1. **Support leadership for the mission Logistics management**
   - Monitoring and analysing logistical indicators of the mission
   - support to Program Managers, and admin log in in the assessment of their needs
   - Maintaining updates of the logistics capacity for the mission and planning accordingly;
   - Provide logistical support in program movement planning to optimise the available fleets.
   - Provide logistical data for program planning and budgeting; that is price, possible markets for various products
   - Ensure program supplies and materials are delivered on time a, in right quantity and quality, communication any delays or challenges in meeting the program requests

2. **Implement a Performant Mission’s Supply Chain**
   - 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;
• Initiate the Project Procurement Plan at the launch of new projects and monitor the supply chain

3. Implement performant facilities management
• safety of the working and living environment
• 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

4. Responsible for the ICT and Equipment Management for the mission.
• 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
• Responsible for managing and monitoring performance of the ICT Provider
• Ensure that the fleet in the base is appropriate and used in accordance with Action Against Hunger rules

5. Contribute to Security management
• working with the Country Coordinator 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 Coordinator;

6. Manage the Logistics team

Qualifications & skills required:
• Bachelor degree in Logistics, Purchasing and Supply Chain Management, Business Administration, Engineering or a related field.
• Excellent knowledge of standard logistics procedures and practices.
• Good understanding of financial and HR procedures.
• Good level of technical skills in IT / Communications / construction or other desired.
• Excellent analytical, communication, and representative skills.
• Ability to adapt, multitask and deal with stressful situations.
• Ability to work within and motivate the team.
• Good team worker, facilitator and organizer Enthusiastic self-starter
• Ability to prioritize and meet changing deadlines
• Good knowledge of Microsoft Office packages
• Previous experience working with INGO

Application Procedures: Motivation letter, CV with names of three (3) referees to be addressed to: recruitment@lr-actionagainsthunger.org

Deadline for the receipt of applications is Friday, July 12, 2019. Only short-listed candidates will be contacted by Action Against Hunger for a written test and interview.