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Job Vacancy Logistics Officer - Procurement

Job Title:	Logistics Officer - Procurement
Organization profile	<p>Welthungerhilfe Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent, the organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Inclusive Food Systems and Nutrition Security, Infrastructure, Health System Strengthening and WASH.</p>
Duration	Up to 31 st December 2022 with a possibility of extension depending on performance and availability of funds
Location:	Zwedru City, Grand Gedeh County
Objective of the Position:	<p>The Logistics Officer deputizes the Senior Logistics Officer and provides effective and efficient logistical support to programs' needs (supplies, services, and equipment).</p> <p>The position supports all logistics related matters including : Fleet, Inventory, Distribution, Assets, Premises, facilities and other logistics activities in-line with WHH strategies, procedures, processes and manuals. Ensure a high-quality service provision that meets all the requirements at all levels (Safety and Security, Environment, Program activities, Operations and other related requirements).</p>
Responsible to:	Administrative-Head of Project, Technical-Senior Logistics Officer
Responsible for:	Drivers, Mechanics, Logistic Assistant
Duties and Responsibilities:	<p>Procurement responsibilities:</p> <ul style="list-style-type: none">• Ensuring that all procurements are carried out in accordance to WHH and donor-specific policies• Attend all the procurement committee meetings.• Coordination with Finance, Admin, and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.• Ensuring that a transparent and responsive procurement process is implemented and maintained.• Routine communication, coordination, and planning with the relevant requesting staff / programs regarding the order and delivery of supplies.• Ensuring that all Supplies, services, and equipment required are delivered in time.• Establishment and maintenance of ethical, professional working relationships with suppliers.

- Maintain supplier information for regularly purchased items and be informed of current local market conditions.
- Any other duties or tasked delegated Area Head of Logistics

Logistics responsibilities:

- Ensuring all logistics-specific donor rules and policies are understood and respected.
- Monitoring availability of office and project supplies and ordering as necessary.
- Contributing to weekly project and other reports.
- Update as per WHH requirements, the Asset register, Asset inventory list and expendable store inventory list and produce monthly reports. Ensure all documentation is available and is properly filed which this includes fuel, rental cars, vehicle maintenance, generator maintenance as well as copiers service contract.

Warehousing Management:

- Responsible to understand, implement and maintain standard WHH inventory management policies and procedures.
- Ensure proper management and documentation of receipt, handling, storage, release and reporting of goods through the WHH warehouse.
- Ensure proper maintenance of Warehouse Register recording all outgoing and incoming receipts and activities.
- Implement and ensure clear safety and security procedures
- Ensure the maintenance of warehouse building, fittings, and equipment.
- Advise the Head of project of warehouse-specific issues or improvements
- Any other duties or tasked delegated by the Head of project

Equipment/Asset/Inventory management and Tracking responsibilities:

- Managing project vehicle fleet, with specific reference to monitoring need for vehicle servicing and coordinating drivers/mechanics, coordinating minor vehicle repairs / routine maintenance, monitoring correct use of vehicle logbooks.
- Ensuring assets/equipment handover to beneficiaries/partners takes place in accordance with WHH procedures and donor requirements.
- Maintain and update Asset Register, including details of asset transfer, asset repairs, asset disposals, breakdowns and purchase of new assets creating files for them
- Responsible to perform a quarterly physical asset check with the Field Logistics Assistant, print updated asset register, sign, and file.
- Any other duties or tasked delegated by the Head of Project or Area Logistics Head

Fleet Management:

- Supervise Head of Drivers/Head of Garage and Logistics Assistant and ensure an equitable allocation of vehicles and drivers under the project
- Responsible for implementation, revision, and adaptation of WHH standard vehicle policies and procedures in Zwedru and Southeast Liberia.
- Work with the Head of Logistics and Area Head of Logistics to design and implement a suitably staffed and equipped transport function to support the project vehicle operations and policies

	<ul style="list-style-type: none"> • Ensure vehicle inspections for safe working order is done on routine basis. • Ensure tracking system for fuel consumption for vehicles and generators is in place. <p>Facilities Management:</p> <ul style="list-style-type: none"> • Lead on identifying and setting up additional office, storage and residential space required by programs and administration departments; facilitate allocation of office and residential space based on requirements. • Accountable for proper tracking of leased facilities and review of lease tracking sheet on monthly basis to ensure availability of up-to-date and accurate information; regularly share lease tracking sheet with other relevant departments. • Travel, Accommodation, Staff Management, Training and Development: • Support and contribute towards the adherence to the Welthungerhilfe Liberia MEAL framework and Core Humanitarian Standards, so that all projects ensure accountability, quality, effectiveness, appropriateness, knowledge sharing, and learning across the organization <p>Documentation and Reporting:</p> <ul style="list-style-type: none"> • Follow up with relevant units, internal or external on, inventory and transportation documents and ensure all records are complete and accessible. • Provide timely and accurate input for Supply Chain Monthly Reports to Head of Project and Head of Logistics. • Perform any other job-related tasks as required by your supervisor.
Education	Bachelor's Degree in Business Administration, Logistics /Supply Chain Management, or similar discipline
Professional Experience	<ul style="list-style-type: none"> • A minimum of 3 years of professional experience in logistics and procurement management, preferable working with INGO/NGO with specific experience in construction of varied structures (health care infrastructures, roads, culverts, drainages, bridges, markets, wells, latrines etc).
Language Skills	Excellent spoken and written English
Personal Skills	<ol style="list-style-type: none"> 1. Excellent understanding of Logistics and procurement management concepts. 2. Excellent understanding of standard security, safety, and compliance procedures 3. Ability to plan, prioritize, coordinate, and perform multiple tasks simultaneously
Application Process	<p>Please send application package; <u>one-page Motivation LETTER</u> and a maximum of 2 pages <u>CURRICULUM VITAE (CV)</u>, and contact details of 3 professional referees to:</p> <p>Recruitment.Liberia@welthungerhilfe.de</p> <p>Subject Line: Application for the position of 2130- Logistics Officer- Procurement Welthungerhilfe is an equal opportunities employer, therefore qualified females are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
Closing Date	January 24, 2022