VACANCY ANNOUNCEMENT

Role: Logistics and Procurement Officer

Applicants are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

Background: GiveDirectly is driving a re-evaluation of the assumptions underlying international philanthropy with a provocative model: we deliver donations directly to the extreme poor and let them decide what to do with them. This approach builds on two converging trends: the rapid spread of electronic last-mile payments solutions in the emerging markets, and the large body of experimental evidence showing that direct transfers are as or more cost-effective at reducing poverty than more traditional, top-down approaches. GiveDirectly’s field operations utilize state-of-the-art technology and business processes to deliver transfers securely, efficiently, and transparently. Our unorthodox approach – allowing the poor, and not the donor, to choose where they invest – has prompted debate in the popular press and among policy makers. GiveDirectly has been featured on NPR’s This American Life, and in Foreign Affairs, The Economist, and The New York Times. It was named one of the Top 10 Most Innovative Companies in Finance by FastCompany, one of the 25 Most Audacious Companies by Inc., and one of GiveWell’s top-rated charities for 4 years running.

Purpose: The Logistics and Procurement Officer role will play an important role in supporting operations by procuring inventory and supplies, coordinating the logistics function in line with internal policies and procedures including warehousing and fleet management as well as helping to implement systems that will safeguard supplies and equipment on behalf of GiveDirectly donors, staff and beneficiaries. The role will reward exceptional organizational skills, rapid problem-solving for a range of logistical challenges, and a deep interest in building GiveDirectly’s culture and organizational reach.

Reports to: Field Director

Direct Reports: Driver

Duty Station: Monrovia

Key Responsibilities and Duties

Procurement

- Prequalify Suppliers for GD ensuring compliance with GD/Donor requirements
- Lead on the delivery of all local procurement requests;
- Ensure integrity of quotation and evaluation process ensuring all GD/Donor regulations are complied with;
- Assist management team with implementation of procurement policy;
- Coordinate with vendors on delivery, repair, and maintenance of procured supplies (including equipment used by our field officers and mobile phones used by our recipients);
• Coordinate movement of staff and items to field offices
• Keeps maintenance and repair records; performs preventive maintenance on all vehicles; orders repair parts;
• Checks all repair work performed in workshop for completeness. This includes physical inspections and road tests before vehicle is turned back to user departments;
• Ensure the dispatch of goods, proper storage of all inventory/stocks, maintenance of records, monitoring and reporting of stock levels/movement;
• Enforce protocols on staff handling / tracking of GD property and overall adherence to safe-storage policies;
• Conduct stock count for phones with Finance Manager;
• Ensure proper management of all assets and inventory through efficient and effective identification, tagging, recording and disposal;
• Maintain insurance coverage for phones and other valuable inventory;
• Assist with ad hoc logistical tasks to ensure the smooth running of office functions and team events (retreat set-up, internet breaks);
• Manage day to day activities of the Driver;
• Any other duty assigned to you by your line manager

Requirements

• Minimum of First Degree in Accounting, Logistics, Procurement or related coursework.
• Experience working with INGOs is desired
• Experience working in a USAID funded project
• A Minimum of 5 years of experience in the field of logistics, procurement and asset management
• Ability to Multitask and work within complex environments
• Ability to work independently with little supervision
• Must be able to work with Microsoft Excel, Google docs, Gmail and easy to learn other new applications
• Possess the ability to conduct and support recipient surveys and associated processes
• Empathy, honesty, and the highest standards of integrity
• Fluency in written and spoken English is required
• Strong alignment with GD values (below)

GD Values

1. Recipients first.

*We prioritize recipient preferences over those of donors or ourselves.*

We do not impose our preferences, or judgments, on the beneficiaries; instead we respect and empower them to make their own choices, elevating their voices in the global aid debate. This value is core to GiveDirectly’s identity as the first organization exclusively devoted to putting the poor in control of how aid money is spent. It comes at a potential cost, as it means that neither we nor donors get to set priorities (and we may even lose some “efficiency” in providing this option).

2. Team next.
We do what’s best for organizational - not individual - success.

This is a team sport, where we will succeed (or fail) together. The best players are not those with the best individual statistics, but those with biggest impact on our overall performance. We avoid territoriality, self-promotion, and I’m above this attitudes.

3. Be proactively candid.

We say what we believe, and are honest in sharing information.

Having confidence that other people are telling us what they truly believe, without gloss or omission, is critical to effective communication and to our ability to learn and grow from feedback. We owe it to each other - and our donors - to instill this confidence even though giving and receiving information candidly are unusual in both professional and social life, and can be very uncomfortable.

4. Create positive energy

We strive to be a source - not drain - of energy for our colleagues.

Our work is hard, practically and emotionally, and we cannot overemphasize the importance of maintaining a positive attitude, enjoying the company of our colleagues, and not taking ourselves too seriously. In doing so, we aspire to generate energy and excitement amongst our colleagues in pursuing our mission. This should not preclude candor, and we aspire to achieve both.

5. Think rigorously; act quickly.

We are intellectually rigorous with a drive towards action - not debate.

We reason from first principles, grounding our decisions in objective claims about the world, rather than hard-to-disprove assertions or hierarchy. We aim to brainstorm inclusively and respectfully, but critically self-vet ideas we put forward, so as to ensure productive and prudent decision making.

Demanding this level of rigor forces us to think harder about decisions and our assumptions than we otherwise might. This is a real cost. It can be taken too far: it is possible to overthink decisions, and we avoid debate for the sake of debate. We are not here to philosophize or ensure consensus. We decide and act quickly, avoiding getting bogged down in debates.


We do not dwell on problems. We work actively to create solutions.

There will always be an endless list of things to improve. We focus on the things that can be changed; find the most important of those things, and propose actionable answers. We do not allow “problems” to weigh us down and be a source of negativity. We are forward looking, which we believe not only leads to better team outcomes, but also creates a more enjoyable, energizing environment for all.

7. Be productively ambitious.

We take the risks to pursue industry-changing success, not incremental progress.
We seek step-change improvements at all levels, and are willing to make big-bets; we do not accept complacency nor do we simply optimize existing processes. In doing so, we allow ourselves to dream big with a belief that perceived constraints are merely opportunities for creativity.

Such ambition not only requires hard work (i.e., this is not a 9-5 job), but also a willingness to accept and learn from temporary setbacks and failures. In accepting these failures, we’re conscious to not point fingers, nor obsess over “mistakes” made.

8. **Know yourself and grow.**

*We recognize and accept our imperfections with a focus on growth.*

We are an organization of exceptional people and trust in each other’s abilities, yet we recognize that none of us is perfect. We strive to maintain an accurate understanding of our individual and institutional strengths and weaknesses, in order to position ourselves to maximize our chances of success.

At the same time, we seek personal growth for ourselves and our teammates. Feedback is given with a spirit of helpfulness; and sought out with a desire to learn.

**To Apply:**

Click the following link to apply: [https://givedirectly.recruiterbox.com/jobs/fk03wo6/](https://givedirectly.recruiterbox.com/jobs/fk03wo6/)

**Deadline for Application is July 25, 2019**