



Job Vacancy
Head of Logistics, Procurement and Security

organization profile	<p>Welthungerhilfe was founded in 1962 and is committed to the vision of a world in which all people are free from hunger.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture, Inclusive Food Systems and Nutrition, access to Health, Women’s Economic Empowerment, access to market and WASH.</p>
Duration	1 st June 2024 for a year with the possibility of extension, depending on performance and funding
Location:	Monrovia, with frequent travel to project locations
Objective of the Position:	To lead and assure the effective and efficient functioning of the Logistics and Procurement Department and ensure adequate security for Welthungerhilfe’s asset and safety for its staff.
Responsible to:	Country Director (Administrative), Head of Logistics and Procurement/Security in Bonn (Technical)
Responsible for	All logistics and procurement staff
Core Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Ensure that a fully functioning asset management system is in place in all field locations, and at the main office in Monrovia. 2. Provide technical line management for all logistics and procurement staff, and ensure that they consistently comply with Welthungerhilfe’s standards, policies, procedures, and donor contractual obligations. 3. Enable Heads of Projects/Heads of Department to effectively plan for project’s logistics and procurement needs and take advantage of economies of scale. 4. Lead the training of staff on logistics and procurement procedures and processes and hold them accountable for compliance with the same. 5. Ensure the effective use and management of Welthungerhilfe’s fleet and generators. 6. Ensure the effective use of all communication equipment including Codan radios and sat phones. 7. Lead the procurement and delivery of all supplies and equipment according to Welthungerhilfe’s and donor policies and procedures. 8. Establish and maintain functioning warehouses as required and carry out periodic stock checks and assure all warehouses function according to Welthungerhilfe’s policies and procedures and standards. 9. Ensure that all accidents and security incidents are reported in writing within 24 hours. 10. Perform other duties as and when assigned by the Country Director
Education	A Bachelor’s Degree in Business Administration, Supply Chain, Logistics Management, or similar discipline. A Master’s degree is desirable
Professional Experience	<ol style="list-style-type: none"> 1. 7 years professional experience in a similar position with an INGO or UN agency 2. Proven knowledge of standard logistics and procurement procedures and practice

	<ul style="list-style-type: none"> 3. Proven ability to manage a multi-disciplinary team and a multi-million Dollar operation. 4. Good level of knowledge Fleet Wave 5. Ability to multitask and deal with stressful situations
Language Skills	Ability to communicate in both written and oral English
Personal Skills	<ul style="list-style-type: none"> 1. Good communication skills 2. Motivated and willing to take the initiative. 3. Ability to lead a multi-disciplinary team. 4. Transparent and honest.
Application Process	<p>Please send electronic copies of a motivation letter, CV, scanned copies of all academic papers and contact details of 2 professional referees/former line manager to the below email with the subject.</p> <p>“Head of Logistics, Procurement & Security- 2402”</p> <p>Recruitment.Liberia@welthungerhilfe.de</p>
Application Deadline	February 29, 2024

January 2024