

## **Vacancy Announcement**

### **Procurement, Contracts , and , Logistics Manager Duty Station: Monrovia, Liberia**

Fauna & Flora International (Fauna & Flora) saves species from extinction and habitats from destruction while improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, Fauna & Flora is the world's longest-established international conservation body; our conservation work and impact span the globe.

### **The Opportunity**

Fauna & Flora is looking for a Procurement, Contracts, and Logistics Manager to coordinate and oversee all aspects related to procurement, contracting, and logistics for our conservation projects in the Liberia's Northwest and Southeast landscapes as well as our office in Monrovia. This role is integral to the smooth delivery of donor-funded grants and requires exceptional organisational skills and attention to detail.

The candidate will have proven experience in procurement and logistics, combined with expertise in donor compliance, procurement policies, and drafting and managing contracts/agreements. We are looking for a candidate with experience in the NGO sector, who demonstrate strong collaboration skills, can effectively handle multiple tasks, and aligns with Fauna & Flora's values.

If interested, you can access the full job offer via the following <https://shorturl.at/J36DF>, and submit a cover letter and a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent by email to [liberiajobs@fauna-flora.org](mailto:liberiajobs@fauna-flora.org) or in hard copies submitted in a sealed envelope to the Fauna & Flora Office in Monrovia, City Rental Compound, 5<sup>th</sup> Street – Beach Side, Monrovia – Liberia

Please mark your application **“Procurement, Contracts and Logistics Manager, Liberia.”**

The closing date for applications is **July 14, 2025**, and interviews are expected to be held on the

Please mark your application **“Senior Technical Specialist, Governance and Livelihood.”**

The closing date for applications is **July 28, 2025**. Candidates selected for the interview will be contacted by email or telephone—please specify your preferred contact method in your cover letter. We appreciate you having a working email address, as all our conversations will be via email.

**Fauna & Flora values diversity and is committed to  
equality of opportunity.**