



## **USAID DATA, EVALUATION, LEARNING, AND TECHNICAL ASSISTANCE (ACTIVITY)**

### **Vacancy Announce: LOGISTICS OFFICER**

IBI is currently searching for a Logistics Officer for USAID-funded Liberia, Data, Evaluation, Learning, and Technical Assistance (DELTA) Activity. The logistician will provide administrative and technical support for all components of DELTA activities – helping to mobilize and coordinate logistics for CLA events, data collections, assessments and evaluations, and capacity development. The logistician will collaborate closely with technical leads to develop logistics plans for activities and liaise with operations and finance to mobilize resources for smooth implementation.

The purpose of the DELTA Activity is to provide an innovative degree of analytical and advisory services to USAID/Liberia's Office of Program and Project Development (PPD) and Development Objective (DO) teams in support of the Mission's project design, performance monitoring and evaluation, and operational learning and adapting. DELTA supports USAID/Liberia in strengthening its management of key aspects of the programming cycle, specifically strategic planning, project design, performance monitoring, and evaluation, and institutionalized learning and adaptation

Employment Location: Monrovia, Liberia

#### **Specific Responsibilities:**

- Maintain databases for attendants, respondents, and contacts for assessments, evaluations, CLA Activities, etc.
- Maintain a list of functional hotels and services in each county.
- Arrange hotel accommodation and airport shuttle for STTAs.
- Liaise with DELTA Security Focal person and provide updates on the team movements in the field
- Responsible for the management of goods and supplies received for each component of DELTA's activities.
- Supervise the activities of the Project Driver and vehicle fleet management.

This includes maintenance of the project vehicles, review of the logbook,



inspection of vehicles, and safety equipment in accordance with DELTA Security procedures.

- Responsible for overall management of project inventory. This includes a bi-annual inspection of non-expendable inventories and maintenance of the inventory tracker.
- Responsible for the custody of all non-expendable inventories.
- Responsible for the maintenance of the procurement tracker.
- Responsible for the maintenance of the STTA tracker.
- Provide technical support in data collection, KII and focus group moderation, report-writing, and training event facilitation when needed.
- Travel to the field to support CLA events, evaluations, and assessments as required.

### **Qualifications:**

- Bachelor's degree in a field related to Business Administration, procurement, supply chain management, or Logistics Management.
- Minimum of four years of logistics experience in previous roles supporting USAID projects or international development organizations.
- Experience arranging for official/business travel across Liberia
- Excellent teamwork and communication skills
- Computer literate and possess superior oral and written communication skills.
- Verbal and written fluency in English (ILR level 4).

**Interested applicants are encouraged to submit their CVs, clearly outlining relevant competencies, via email to [deltarecruitment@ibi-worldwide.com](mailto:deltarecruitment@ibi-worldwide.com).**

**Applications will be reviewed on a rolling basis.**

**Deadline for applications: October 14, 2024**

Only selected candidates will be contacted for an interview. Please, no phone calls.