

# Procurement and Logistic Officer

## Monrovia, Liberia



The **European Institute of Cooperation and Development (IECD)** is a French non-governmental organization founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration and support to micro and small enterprises. IECD has several programs being implemented in more than 10 countries. More information on [www.iecd.org](http://www.iecd.org).

In Liberia, IECD launched project **STRIVE** in July 2020. The project focuses on three main aspects: developing the TVET curricula in partnership with the Ministry of Education and the Ministry of Youth and Sports, increasing the employability of trainees and providing technical training to farmers in Gbarnga and Buchanan.

As part of the launch of these activities, IECD Liberia seeks to recruit a Procurement and Logistics Officer who will participate in this development.

## MISSION

Under the supervision of the Deputy Country Director, the Procurement and Logistics Officer will support the management of all procurement processes and logistics issues. She/he will keep up to date logistic databases and procurement tools.

She/he will ensure the compliance with IECD and donor's procedures relating to this work area.

She/he will directly supervise the drivers of the Monrovia office.

She/he will work in close collaboration with the Deputy Country Director in order to continuously improve logistics procedures and practices within IECD in Liberia.

### 1) Procurement:

- Receives all purchase requests coming from the Gbarnga office and the different departments in Monrovia
- Enters the request in the 'Purchase request follow-up' file
- Prepare a Request for Quotation (RFQ) to be sent to the suppliers
- Collect and evaluate the quotations and prepare a comparison sheet along with Authorization for Expense (AFE – F4)
- Prepares a 'Release Order' or a 'Purchase Order' relating to the request
- Submits the 'Purchase Order' for approval to the Deputy Country Director
- Purchases items needed by the program respecting IECD and donor's procurement procedures
- Organises the delivery of requested items and updates the 'Purchase follow-up file'
- Updates the price catalogue and the contract follow up file as needed or at least every two months
- Shares the 'Order follow up file' to inform sub-office and departments
- Files purchase requests, release orders, purchase orders, delivery notes, quotations and contracts
- Checks the invoices from the regular suppliers at the end of the month
- Organises the payment of these suppliers in close collaboration with the accountant

### 2) Fleet and equipment management:

- Supervises the allocation and use of the equipment
- Ensures installation, maintenance and repairing of the equipment
- Updates the equipment list
- Organises and plans the vehicle fleet and their maintenance
- Ensures that all documentation/registration for vehicles as required by Liberian law is done (including insurance)
- Archives all information regarding IECD fleet (per vehicle) and keeps the register up to date

### 3) Stock and freight management:

- Ensure a correct update of the stock follow-up file on a daily basis
- Compiles monthly inventory/stock information and drafts a monthly report for the Deputy Country Director



- Prepares all cargo and shipping documents (Delivery Note, etc.) to be sent to the programmes
- Ensures the safe preparation and loading of cargo onto transportation vehicles
- Follows up clearance process for the items arriving by international fret

**4) Reporting and procedure implementation:**

- Prepares a monthly report for the Deputy Country Director
- Organises trainings upon request by the Deputy Country Director
- Contributes to the elaboration of specific procedures when needed
- Proposes timely and constructive solutions to problems that may arise

## EXPECTED PROFILE

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**Qualities and skills:**

- Knowledge of international donor's procurement procedure is a strong asset
- Autonomy, adaptability
- Proactive and problem-solving ability
- Organizational skills,
- Diplomacy and patience
- Good proficiency of spoken and written English
- Good knowledge of Microsoft Office, especially: Word, Excel, PowerPoint, Outlook and internet applications

**Education:** Bachelor's degree in Business Administration or related field

**Experience:** 3-5 years of similar experience in NGO's environment

## CONDITIONS

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**Starting Date:** February 2021

**Location:** Sinkor, Monrovia with field visits in greater Monrovia, Buchanan and Gbarnga

**Commitment:** 2 years.

**Compensation:** Based on profile.

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The candidate is to send his/her CV, Cover letter and references to the e-mail : « [contact-liberia@iecd.org](mailto:contact-liberia@iecd.org) »

The subject of the e-mail: **Procurement and Logistic Officer**

**Deadline : January 10, 2021 at midnight.**

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