Job Vacancy: Senior Logistics Officer (1 person)

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Logistics Officer</th>
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<tbody>
<tr>
<td>Organization profile and background:</td>
<td>Welthungerhilfe</td>
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Welthungerhilfe was founded in 1962 as the National Committee of the “Freedom from Hunger Campaign” set up by the United Nations’ Food and Agricultural Organization (FAO). Today it is one of the largest non-governmental organizations working in development cooperation and humanitarian aid in Germany. Non-profit making, non-denominational and politically independent, the organization is run by a board of honorary members under the patronage of the German President.

Welthungerhilfe is working in 40 countries in Africa, Asia and Latin America and campaigns publicly for fairer cooperation with developing countries. Its work is funded by private donations from the population at large and public grants including USAID/OFDA, ECHO (FPA P-partner), and works with funding from BMZ, German Foreign Office, DEVCO/EuropeAid, DFID, KFW among many others.

Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Sustainable Food and Nutrition Security, Infrastructure and WASH. Welthungerhilfe is well established in the Southeastern Liberia in the counties: Grand Gedeh, Grand Kru, Maryland, and Rivercess, Sinoe, meanwhile Welthungerhilfe is also active Northwestern Liberia in Bomi and Montserrado counties.

As of 01 April 2019, Welthungerhilfe Liberia implements a KfW co-financed Health System Strengthening project (~HSS), in the South East part of Liberia with a duration of 4 years.

Project Profile

The LBR 1061-18 KfW Health Systems Strengthening Project (HSS) in the Southeast of Liberia is a development programme of the Republic of Liberia, co-financed by the Federal Republic of Germany through the German Development Bank (KfW) and implemented by Welthungerhilfe Liberia on behalf of the Government of Liberia in collaboration with MoFDP, MoPW and MoH. It is within the scope of the programme to construct, rehabilitate and or upgrade several health facilities (Clinics, Health Centre and County Hospital) in the four project target counties of Grand Gedeh, River Gee, Sinoe and Grand Kru. The objective of construction, rehabilitation and or upgrading of the health facilities is to improve the structures of the prioritized and selected health facilities thus contributing to the project overall objective of ensuring that access and utilization of quality health care facilities has improved for the population living in the four target counties of the South-East Region of Liberia.

The overall objective of the program is to improve and enhance sustainable use of health facilities in the four counties Gran Kru, Sinoe, Grand Gedeh and River Gee. The project will contribute to access and utilization of quality health care facilities to strengthen resilience of the health system with expected outputs and activities to do with:

- Project structure, staff, mechanisms and procedures
- Improvement of infrastructure of prioritized and selected health care facilities
- Equipping selected health care facilities
- Building capacities in health care facility management for staff of selected health facilities
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- Building capacities in biomedical equipment management for selected staff of health facilities
- Improvement of nutrition security
- Improvement of staff and in-patient’s nutrition

Specifically, construction of new and rehabilitation of existing health facilities, equipment supply, set up of a structure for maintenance and repair of health facilities, set up of a structure for maintenance and repairs of biomedical equipment, implementing LANN+ approach,

At least 150,000 persons will be benefitting directly from this project in the four target counties (Sinoe, Grand Kru, Grand Gedeh and River Gee). The project will be executed by Welthungerhilfe and its national implementing partners.

Hence, WHH want to recruit a qualified and competent professional for the above-mentioned position to be part of the execution of this program.

Location: Zwedru City, Grand Gedeh County with frequent travel to project sites within Grand Gedeh, River Gee, Sinoe and Grand Kru counties

Objective: The Logistics Officer provides overall effective and efficient support to programs’ needs (supplies, services and equipment) with specific reference to supporting the implementation at the field level of procurement, logistics and equipment/asset/fuel/inventory/warehousing management functions, strategies, procedures and tools developed at HQ or Country level, through coordination and cooperation with all project staff, implementing partners and beneficiaries. The position will manage all logistics related matters including fleet, Inventory, Distribution, Assets, Premises, facilities and other logistics activities in-line with WHH strategies, procedures, processes and Manuals and along with ensuring a high-quality service provision that meets all the requirements at all levels (Safety and Security, Environment, Program activities, Operations and other related requirements).

Responsible to: Deputy Head of Project and Area Head of Logistics
Responsible for: Store Keeper, Head of Garage, Warehouse Assistant

Main Responsibilities:

**Procurement responsibilities:**
- Ensuring that all procurements are carried out in accordance to WHH and donor-specific polices.
- Attend all the procurement committee meetings.
- Coordination with Finance, Admin and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
- Ensuring that a transparent and responsive procurement process is implemented and maintained.
- Routine communication, coordination and planning with the relevant requesting staff / programs regarding the order and delivery of supplies.
- Ensuring that all Supplies, services and equipment required are delivered in time.
- Establishment and maintenance of ethical, professional working relationships with suppliers.
- Maintain supplier information for regularly purchased items and be informed of current local market conditions.
- Support and provide the appropriate trainings for procurement and program staff as required.
- Manage Procurement staff (Assistant etc).
- Advise the Head of Project or Designate of procurement-specific issues or improvements.
- Source appropriate rental properties for viewing, as required. Maintain a sense of...
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- Following up on the Project annual procurement plan, in coordination with Program staff;
- Managing the procurement tracking sheet, including in relation to assigning progressive numbering to purchase requisitions, monitoring progress of each procedure and flagging any issues/delays;
- Advising Programme colleagues and beneficiaries/partners on the appropriate procedure to follow for a given procurement need;
- Managing the electronic dissemination of invitations to bid (including requests for quotation, single quote procedures, etc.);
- Participating in the evaluation of received bids;
- Managing relations with suppliers/contractor/service providers during the contract implementation period;
- Ensuring the correct closure of each procurement procedure by making sure the relevant completion/handover certificate is filled out;
- Managing procurement files in accordance with WHH RAC procedures and requirements;
- Responsible for Due Diligence checks (supplier references, site visits, historical data, anti-terrorism compliance) for Authorized Suppliers and Contracted Suppliers.
- Conduct regular market surveys in key procurement categories to ensure that WHH is receiving best value for money.
- Prepare Requests for Proposal and manage contract/tender processes.
- Any other duties or tasked delegated Area Head of Logistics

Logistics responsibilities:
- Ensuring all logistics-specific donor rules and policies are understood and respected;
- Monitoring availability of office and project supplies and ordering as necessary;
- Contributing to weekly project and other reports.
- Update as per WHH requirements, the Asset register, Asset inventory list and expendable store inventory list and produce monthly reports. Ensure all documentation is available and is properly filed which this include: fuel, rental cars, vehicle maintenance, generator maintenance as well as copiers service contract.
- Responsible for arranging and overseeing the transportation of goods in accordance with WHH procedures and program and field priorities, including customs issues, documentation, follow-up and filing.
- Undertake (documented) monthly and ad-hoc physical inventory checks.
- Provide on-time, standard monthly transport reports, including fuel consumption report, maintenance report and any other reports requested by Supervisor.
- Ensure that all vehicles are secure when not in use.

Warehousing Management:
- Responsible to understand, implement and maintain standard WHH inventory management policies and procedures.
- Ensure proper management and documentation of receipt, handling, storage, release and reporting of goods through the WHH warehouse.
- Ensure proper maintenance of Warehouse Register recording all outgoing and incoming receipts and activities.
- Check quality, quantity and condition of goods delivered to warehouse, producing relevant Goods Delivery Report.
- Ensure proper management of dispatch and transportation of program supplies from warehouse to field sites based on appropriately authorized store releases producing relevant accompanying documentation (waybills), when required.
- Implementing and ensuring clear loading / unloading procedures, correct stacking and
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- turnover (FIFO or FEFO) procedures.
- Advise the Head of Project of potential inventory shortages
- Ensure keeping of an accurate and up-to-date record of the store contents in stock cards and prepare monthly inventory reports.
- Carry out spot checks and physical inventory count on monthly basis per WHH rules and regulations
- Implement and ensure clear safety and security procedures
- Ensure the maintenance of warehouse building, fittings and equipment.
- Advise the Head of project of warehouse-specific issues or improvements
- Any other duties or tasked delegated by the Head of project

Equipment/Asset/Inventory management and Tracking responsibilities:

- Managing project vehicle fleet, with specific reference to monitoring need for vehicle servicing and coordinating drivers/mechanics, coordinating minor vehicle repairs / routine maintenance, monitoring correct use of vehicle log books;
- Ensuring assets/equipment handover to beneficiaries/partners takes place in accordance with WHH procedures and donor requirements;
- Implementing all instructions communicated by Head of Project or Designate.
- Responsible to understand, implement and maintain standard WHH asset management policies and procedures.
- Maintain and update Asset Register, including details of asset transfer, asset repairs, asset disposals, breakdowns and purchase of new assets creating files for them
- Ensure all assets are tagged and relevant forms are signed before issued to staff members
- Ensure all office and guesthouse furniture and inventory are accounted for and have inventory numbers
- Compile monthly asset reports and submit to Head of Project and Area Head of Logistics
- Advise on and manage assets and furniture disposal, when needed
- Perform monthly asset spot checks, report if any assets/inventory are broken, lost or stolen on the Inventory Loss/Theft/Damage report.
- Responsible to perform a quarterly physical asset check with the Field Logistics Assistant, print updated asset register, sign and file.
- Any other duties or tasked delegated by the Head of Project or Area Logistics Head

Fleet Management:

- Supervise Head of Drivers/Head of Garage and Logistics Assistant and ensure an equitable allocation of vehicles and drivers under the project
- Responsible for implementation, revision and adaptation of WHH standard vehicle policies and procedures in Zwedru and South East Liberia.
- Work with the Head of Logistics and Area Head of Logistics to design and implement a suitably staffed and equipped transport function to support the project vehicle operations and policies
- Ensure the correct and timely routine maintenance and repair of WHH/Project vehicles and generators
- Supervision of WHH mechanics and general management of vehicle spare part stores and garage
- Provide on-time, standard monthly reports to the Head of Project and Area Head of Logistics, including fuel consumption report, maintenance report and any other reports requested by Supervisor.
- Well maintained fleet and good filing system for all vehicles
- Implement and direct WHH standard vehicle policies and procedures, with particular attention to safety and security issues
- Ensure vehicle inspections for safe working order is done on routine basis.
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- Ensure tracking system for fuel consumption for vehicles and generators is in place.

Facilities Management:
- Lead on identifying and setting up additional office, storage and residential space required by programs and administration departments; facilitate allocation of office and residential space based on requirements.
- Accountable for proper tracking of leased facilities and review of lease tracking sheet on monthly basis to ensure availability of up-to-date and accurate information; regularly share lease tracking sheet with other relevant departments.

Travel, Accommodation, Staff Management, Training and Development:
- Ensure adequate Logistics staffing and structure for HSS Project South East Liberia operations in close coordination with the Head of Project, Area Head of Logistics and Head of Logistics.
- Support recruitment processes by developing Job Descriptions and participating in technical interviews to identify qualified staff.
- Communicate clear expectations, set performance objectives, provide regular and timely performance feedback and perform documented performance reviews.
- Coach and mentor staff with the aim of strengthening their technical capacity, adhering to WHH policies, procedures and regulations specific to supply chain and exchanging knowledge within the team and providing professional development guidance with support from the Area Head of Logistics and Head of Logistics.
- Adapt orientation package and ensure that new staff members are appropriately orientated on Logistics support in a timely manner.
- Identify training needs for Procurement and Logistics staff and make recommendations
- Coordinate the travel and accommodation arrangement for Project Staff in time arrangement
- To arrange vehicles for the program in close coordination with the Head of Drivers in timely manner. Submit monthly movement plans before the month starts to ensure in time vehicle arrangement is made

Documentation and Reporting
- Follow up with relevant units, internal or external on, inventory and transportation documents and ensure all records are complete and accessible.
- Ensure timely and accurate update of Inventory Report for all HSS warehouse; ensure production of timely and accurate monthly vehicle and generator reports.
- Analyze all reports in order to identify any abnormalities in terms of staff workload, inventory levels, usage of vehicles etc.
- Provide timely and accurate input for Supply Chain Monthly Reports to Head of Project and Area Head of Logistics.

Experience: At least 3 years relevant field experience in logistics and procurement management, at least one in a supervisory capacity preferably with humanitarian or development organization

Education: Relevant university degree or technical diplomas

Languages: Ability to fluently communicate both written and oral English language.

Computer skills: Proficiency in Microsoft Word, Excel using pivotable and power query, SPSS etc.

Social skills and other attributes:
- Ability to write narrative and produce analytical spread sheet reports.
- Proven computer literacy in MS Word, MS Excel MS Outlook and related programs required.
- Ability to work under pressure and to meet deadlines.
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- Ability to work in a cross-functional environment
- Spoken and written fluency in English
- Willingness to put in extra hours as required.
- Able to work independently within a team environment
- Ability to pay support visits on the field in isolated areas.
- Demonstrate leadership and integrity.
- Valid national driving license
- Good mathematical skills.
- Ability to plan, prioritize, coordinate and perform multiple tasks simultaneously
- Systems oriented individual
- Strong sense of personal integrity.
- Attention to detail.
- Strong supervisory skills.
- Ability to multi-task.
- Team spirit and problem-solving abilities.
- Interpersonal skills
- Excellent communications skills including report writing
- Ability to work under pressure
- Flexible in all sorts of cooperation and under all conditions

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<tr>
<th>Starting date</th>
<th>ASAP</th>
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<tr>
<td>Applications for this Position should be sent to:</td>
<td>Please send softcopies of a motivation letter and CV and any additional documents you wish to submit (e.g. scans of certificates, letter of recommendation) to the following email with the subject:</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:Recruitment.Liberia@Welthungerhilfe.de">Recruitment.Liberia@Welthungerhilfe.de</a></td>
</tr>
<tr>
<td>Subject:</td>
<td>“Senior Logistics Officer - HSS Zwedru”</td>
</tr>
<tr>
<td>Closing date:</td>
<td>January 5, 2020 @ 4:00 PM</td>
</tr>
<tr>
<td>Note:</td>
<td>After reviewing the applications received by the closing date, within two (2) weeks period “if you don’t hear from us consider your application unsuccessful.” We encourage you to apply again for posted and advertised positions in our Organization, for which you qualify in the future.</td>
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