



## Job Vacancy

### Logistics and Procurement Officer

<b>Organization profile</b>	Welthungerhilfe is a non-profit making, non-denominational, and politically independent organization founded in 1962. Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Inclusive Food and Nutrition Security, Infrastructure, Health System Strengthening and WASH.
<b>Duration</b>	One year with a possibility of extension depending on performance and funding
<b>Location:</b>	Based in Monrovia, with periodic field visits to project sites
<b>Objective of the Position:</b>	<p>The Logistics &amp; Procurement Officer will support the Logistics Coordinator to ensure efficient, complaint, and cost-effective logistics and procurement support to the Country Office (CO).</p> <p>The position will assist the Logistics Coordinator to strengthen coordination, planning, proving oversight, ensuring adherence to organizational procedures, and supporting effective planning across departments and partners.</p>
<b>Responsible to:</b>	The Logistics Coordinator
<b>Duties and Responsibilities:</b>	<p><b>A. Logistics &amp; Operational Support</b></p> <ol style="list-style-type: none"><li>I. Support the Logistics Coordinator to Coordinate and oversee the daily logistics operations of Welthungerhilfe to ensure efficient and timely support to programme activities.</li></ol> <p><b>B. Procurement Coordination (Limited scope)</b></p> <ol style="list-style-type: none"><li>II. In liaison with the Logistics Coordinator, coordinate procurement processes in compliance with organizational policies, procedures, and donor requirements.</li></ol> <p><b>C. Fleet Management</b></p> <ol style="list-style-type: none"><li>III. In liaison with the Logistics Coordinator, oversee fleet operations, including fuel consumption monitoring, vehicle maintenance scheduling, and incident reporting.</li></ol> <p><b>D. Warehouse &amp; Asset Management</b></p> <ol style="list-style-type: none"><li>I. In liaison with the Logistics Coordinator, maintain up-to-date asset and inventory registers, including asset tagging, tracking, and periodic physical verification exercises.</li></ol> <p><b>E. Compliance &amp; Reporting</b></p> <ol style="list-style-type: none"><li>I. In consultation with the Logistics Coordinator, ensure compliance with organizational logistics procedures, donor regulations, and internal control mechanisms.</li><li>II. Support internal and external audits, spot checks, and implementation of risk mitigation measures related to logistics and procurement functions.</li><li>III. Identify operational gaps and recommend corrective actions to strengthen compliance and efficiency.</li></ol> <p><b>F. Coordination &amp; Communication</b></p>

	<ol style="list-style-type: none"> <li>I. In consultation with the Logistics Coordinator, plan and coordinate with implementing partners to strengthen compliance with procurement and logistics procedures.</li> <li>II. In liaison with the Logistics Coordinator, provide guidance and basic capacity-building support to staff and partners on logistics systems, stock management, asset handling, and documentation standards.</li> <li>III. Maintain effective communication and coordination with programme, finance, and administrative teams to support smooth operational delivery.</li> </ol> <p><b>G. Support to Programme and Partner Organizations</b></p> <ol style="list-style-type: none"> <li>I. In Liaison with the Logistics Coordinator, provide technical support to partner organizations on logistics and procurement standards when required.</li> </ol>
<b>Education</b>	<ol style="list-style-type: none"> <li>I. Bachelor's Degree in Logistics, Supply Chain Management, Business Administration, Procurement, or related field.</li> <li>II. Minimum of three (3) to five (5) years of relevant experience in logistics, procurement, supply chain, or operational support roles within reputable national or international organizations.</li> <li>III. Practical experience in supporting fleet management, warehouse operations, asset tracking, and inventory control systems.</li> <li>IV. Good understanding of procurement processes, basic compliance requirements, and internal control procedures.</li> <li>V. Experience working with NGOs, INGOs, or donor-funded projects is an added advantage.</li> <li>VI. Strong organizational skills with demonstrated ability to support accurate documentation, filing, and reporting systems.</li> <li>VII. Proficiency in Microsoft Office applications, particularly Excel, and familiarity with logistics and inventory management tools.</li> <li>VIII. Ability to work under pressure, prioritize tasks, and meet deadlines in a fast-paced operational environment.</li> </ol> <p>Strong interpersonal and communication skills with the ability to work effectively in teams and coordinate with partners and service providers.</p>
<b>Professional Experience</b>	Minimum of three (3) years of progressively responsible experience in procurement, logistics, supply chain, or administrative operations within a reputable organization, NGO/INGO, or the private sector.
<b>Other relevant Skills</b>	<ol style="list-style-type: none"> <li>I. Strong understanding of fleet, warehousing, and asset management.</li> <li>II. Experience working with partners and supporting compliance is an added advantage.</li> <li>III. Excellent spoken and written English.</li> <li>IV. Ability to communicate effectively in English</li> </ol> <p>Effective analytical and organizational skills.</p>
<b>Language Skills</b>	Excellent spoken and written English
<b>Personal Skills</b>	<ol style="list-style-type: none"> <li>I. Ability to communicate clearly and instructively. Strong attention to details and commitment to compliance with policies and procedures</li> <li>II. Ability to manage multiple priorities timely with limited resources.</li> <li>III. Good interpersonal skills and ability to coordinate across teams.</li> <li>IV. Proficiency in MS Office (Excel, Word) and logistics management tools.</li> </ol> <p>Problem-solving attitude, with the ability to work independently.</p>
<b>Application Process</b>	Please send application package; <u>one-page</u> Motivation LETTER and a maximum of 2 pages CURRICULUM VITAE (CV), and contact details of 3 professional referees to: <a href="mailto:Recruitment.Liberia@welthungerhilfe.de">Recruitment.Liberia@welthungerhilfe.de</a>

	<p>Subject Line: Application for the position of <b>2604- Logistics &amp; Procurement Officer</b></p> <p>Welthungerhilfe is an equal opportunities employer, therefore <b>qualified females</b> are encouraged to apply. A detailed Job Description can be obtained from Welthungerhilfe's Monrovia Office</p>
<b>Application Closing Date</b>	<b>June 25, 2026</b>