



## Logistics Assistant

- **Vacancy for:** 9
- **Posted on:** July 1, 2017
- **Deadline:** July 13, 2015, midnight

**TEAM/PROGRAMME:** Logistics Department

**LOCATION:** Dhulikhel Cluster

**POST TYPE:** National

### **Child Safeguarding:**

Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people

### **ROLE PURPOSE:**

Under the supervision of the Logistics Coordinator, deliver timely, effective and accountable logistics support to Save the Children field teams and Dhulikhel cluster office in any of the following functions: coordinating effective procurement and supply management, and communicating with suppliers; dispatch of goods to field locations and warehouse tracking; asset and inventory tracking; fleet tracking and planning.

This role will play be key in the expansion of Save the Children programmes in Dhulikhel Cluster Districts to increase the impact of Save the Children and enable positive change for children.

### **SCOPE OF ROLE:**

**Reports to:** Admin. and Logistics Officer

**Staff directly reporting to this post:** TBC – Drivers, Daily Labourers

### **KEY AREAS OF ACCOUNTABILITY:**

**As Logistics Assistant you may be placed in any of the following roles**

#### **Procurement:**

- Supporting procurement activities - including maintenance and management of services and works contracts
- Ensuring that programme purchases are made in a timely and transparent manner, that Save the Children (SC) procurement policies and procedures are followed at the optimal quality/price, and that all procurement procedures are properly implemented;
- Ensuring physical filing of all procurement documents is up-to-date and easily accessible. Ensuring also that all signed procurement documents are scanned and filed in a clear and systematic manner

#### **Warehousing:**

- Ensuring the warehouse is organised with clear segregation of stock
- Maintaining accurate stock cards and bin cards
- Ensuring trucks are unloaded and dispatched in a timely manner, that waybills are completed fully and accurately and that return waybills are received
- Maintaining an organised and accessible physical and electron filing system of all warehousing paperwork
- Receiving goods in the warehouse, ensuring stock received is in line with what was ordered (quality and quantity) and preparing Goods Received Notes
- Maintaining accurate 'supply trackers'
- Managing daily labour
- Clearly communicating with field teams on dispatch of stocks to their location
- Reporting discrepancies to the warehouse office and logistics coordinator
- Monthly or bi-monthly stock counts and reports
- Cleaning schedule is adhered to and proper security protocols are maintained (access to fire extinguishers, persons entering the warehouse is restricted, warehouse secured at all times)

#### **Asset / Inventory:**

- Monthly asset and inventory physical count and report is submitted
- Maintaining sign out sheets for commonly used assets
- Ensuring that all assets are accompanied by accountability forms and users are held accountable for the assets assigned to them
- Tagging of all inventory and assets

## **SKILLS AND BEHAVIOURS (our Values in Practice)**

### **Accountability:**

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

### **Ambition:**

- Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

### **Creativity:**

- Develops innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency

## **QUALIFICATIONS AND EXPERIENCE**

- Intermediate degree in any discipline preferably in Management
- Minimum 1 year of relevant experience preferably in I/NGOs
- Good negotiation skills
- Ability to manage a heavy workload and competing deadlines
- Competency in MS Office and working with Excel formulas
- Strong communication and interpersonal skills
- Willingness to work and travel in often difficult environments
- Commitment to Save the Children value

## **Applying Procedure**

Apply Link : <https://merojob.com/logistics-assistant-2/>

Generated By

