



Logistics Manager

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** April 4, 2016, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : mid
Job Location : Nuwakot
Offered Salary : None

Job Specification

Education Level : Graduate (Masters)
Experience Required : Not Required

Other Specification

Basic knowledge in:

- Supply Chain (Planning, procurement, stocks, transport, quality)
- International Transport (KPIs, freight agent etc..)
- Logistics (Fleet management, equipment fleet management, ICT and network management, management of energy sources, building and property management)

Advanced knowledge of:

- Logistical features of technical humanitarian programs (Nutrition, WASH, FS, MHCP)
 - Security principles in a humanitarian context
 - High level of professionalism, flexibility, commitment towards work and team player.
 - Excellent oral and written communication skills in English and Nepali
 - Good interpersonal, analytical and report writing skills
 - Advanced skills in computers (Windows, spreadsheets, word processing and accounting packages)
 - Excellent team management skills
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Job Description

Main Objective: Implement the logistics policy of the mission to ensure good logistical performance and provide the best possible support to the programs throughout his/her zone

Task and Responsibilities:

Logistic support to the Recovery / Rehabilitation / Development Response:

- Participate in any needs assessments or exploratory missions if requested in earthquake affected areas in Nuwakot and Rasuwa or any other targeted areas in Nepal
- Ensure that ACF infrastructure is adequately set up in terms of offices, guest house, warehousing and storage facilities
- Ensure that ACF's logistics and quality control procedures are implemented through the use of the latest ACF Kitlog
- Represent the Base logistics when appropriate with external organisations such as the Logistics Cluster or other ACF partners

Manage the Logistics team in the base:

- Day-to-day management of his/her team (guidance, follow-up, motivation)
- Evaluating the performance and developing the skills of his/her team members
- Plays a key role in the capacity building of national logistics staff

- Define responsibilities and create job descriptions for all logistics staff in the base
- Providing technical support to the teams
- Identifying the training needs of team members
- Devising, organising and leading training sessions
- Managing difficulties in the team

Supervision and support of the Supply Chain:

- Support and supervise the Supply Chain Manager and his team in their duties
- Implementation and monitoring of the procurement and quality control tools
- Ensure transparency and accountability in all aspects of procurement and other supply chain procedures and
- Establish strong relations with local suppliers and set up a supplier data base
- Implement ACF-E supply chain procedures and compliance with donor regulations
- Responsible for adherence to the charter of principles and the ethics code

Supervision and support of Equipment Management:

- Ensure that all ACF equipment is registered and accounted for according to Kitlog
- Manage and maintain equipment according to internal and donors' guidelines
- Ensure the correct and documented transfer of equipment on completion of projects
- Analysis of new requirements and the cost/efficiency of existing systems

Supervision and support of Fleet Management:

- Fleet planning and the establishment of usage rules according to requirements
- Management and supervision of mission transport and vehicles (rented and purchased)
- Initiate and/or monitor the maintenance and control of vehicles in accordance with the ACF Kit Log procedures

Supervision and support of Warehousing and storage facilities:

- Locate and maintain warehousing and/or storage facilities where required
- Management and distribution of emergency stock where required
- Maintain efficient stock control procedures according to the ACF Kitlog

Implement and ensure the performance of facilities management:

- Safety of the working and living environment
- Security of logistical equipment, training and assistance to users
- Supervision of the building, rehabilitation and maintenance required for the functioning of the base and the living environment
- Maintaining the equipment list at the base
- Carrying out an inventory and reporting on the state of repairs of property on arrival and departure

Implement and ensure the performance of information and communication technology and network management:

- Assessing the needs for equipment and ensuring proportional allocation
- Undertaking or supervising the installation, maintenance and repair of equipment
- the setting up and efficient operation of the means of communication (voice and data) in accordance with ACF standards
- Assuring the security of both equipment and its users
- Assistance to the Head of Logistics Department in the strategic choice of equipment

Contribute to security management:

- Assist the Base Logistician and Field Coordinator in the Management and implementation of the mission's security rules
- Contribute to a regular update of the context analysis and base security plan
- Contribute to the gathering of security related information (UN, embassies, NGO, local authorities)
- Responsible for the monitoring of the country's security rules and making sure they are well-followed in the base level

Setting in place and following up collaboration and coordination in logistics with the mission's partners:

- Analysing the risks in logistical matters and formulating recommendations concerning the selection of partners

- Implementing and monitoring the modes of logistics management in the framework of joint projects
- Establishing with the partner the logistical aspects of partnership conventions and agreements
- Ensuring that the undertakings of ACF and its partners on logistics matters are respected
- At base level, taking full advantage of all innovative practices in the management of partnerships

Contract Type : Fixed Term Contract

Contract Duration : 6 Months

Gross Salary per month : NPR 97,000+

Duty Station : Nuwakot

VACANCY REF: ACFLOGNULM

TO APPLY:

Interested Nepali applicants with suitable skills are requested to submit an application letter, updated CV with two referees through email: recruitment@np.missions-acf.org by 4th April 2016. The Vacancy Reference must be mentioned in the subject otherwise the application will be disqualified. Only shortlisted candidates will be contacted for further process. Applications will proceed as soon as we receive. ACF Nepal reserves the right to reject any or all applicants and ACF provides equal opportunities for all candidates. Telephone enquiries will not be entertained.

Applying Procedure

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