



Logistics Manager

- **Vacancy for:** 1
- **Posted on:** Dec. 1, 2017
- **Deadline:** Dec. 15, 2017, 11:55 p.m.

Main Responsibilities:

- Ensure that all procurements comply with ACF International Logistics Policy
- Ensure that office Facilities are organised and kept operational at all times
- Ensure that the IT systems comply with ACF Policy and Standards
- Support the Country Director in Security Management in the organisation
- Provide leadership in the Logistics Function
- Implement and ensure the performance of the supply chain
- Implement and ensure the performance of facilities management
- Implement and ensure the performance of information and communication technology and network management
- Contribute to security management
- Setting in place and following up collaboration and coordination in logistics with the mission's partners
- Technically Manage the Logistics team in the base

Qualification and Skills:

- A Masters' Degree in a relevant field
- At least four (4) years' work experience in related field of which 3 years' should be in a similar position.
- Previous experience of working in Matrix management
- Experience of Managing Security in Nepal will be desirable
- Sensitive and responsive to Gender and Diversity, knowledge about Social Inclusion
- Ability to maintain confidentiality
- Proactive in liaising and problem solving
- Excellent interpersonal, networking, communication, negotiation and facilitation skills
- Excellent standard of written and spoken English and Nepali
- Excellent computer skills including navigating email, internet and MS Word, Excel, and PowerPoint

Vacancy Ref: ACFLOGKALM

Contract Type: Fixed Term

Contract Duration: 1 year

Duty Station: Kathmandu with 50% travel to field area

Applying Procedure

Interested Nepali applicants with suitable skills are requested to submit a motivation letter, updated CV with two referees through email: recruitment@np.missions-acf.org by **15th December 2017** by 5 pm. The Vacancy Reference must be mentioned in the subject otherwise the application will be disqualified. Given the urgency in filling this position we will be reviewing applications on an ongoing basis. Suitable Applicants are advised to apply at the soonest without waiting for the last date. Only shortlisted candidates will be contacted for further process. Action Contre la Faim Nepal reserves the right to reject any or all applicants. **Telephone enquiries will not be entertained.**

Action Contre La Faim is an equal opportunity employer and encourages applications from women, people with disabilities and members from disadvantaged/underrepresented ethnic groups.

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