



Logistics Manager (LoM)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Sept. 10, 2015, midnight

Basic Job Information

Job Category : NGO / INGO / Social work
Job Level : senior
Offered Salary : None

Job Specification

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

Other Specification

-

Job Description

Line Manager: Country Operations Manager, Raleigh International Nepal

Overall Purpose of the Job

The Logistics Manager will be a member of Raleigh Nepal team. The purpose of the role will be to manage logistics functions for the Nepal country office of Raleigh International. The LoM will be responsible to provide management and leadership to Raleigh Nepal's logistics and administrative functions and effective implementation and compliance of logistics system of Raleigh Nepal based on Raleigh International policies, rules and regulations and Nepali laws.

Duties and Responsibilities

- Ensure compliance of the Raleigh International/Nepal's policies, guidelines and manuals (personnel, financial and administrative, safety and security, HR and others)
- Ensure adherence to the Raleigh International/Nepal Code of Conduct and Anti-Corruption policies
- Manage and lead logistics and administrative functions of Raleigh Nepal
- Ensure timely logistics operations in a cost-effective manner to best fit with the strategic objectives of Raleigh Nepal stated under various thematic pillars
- Organize all logistics processes, including purchasing, warehousing, communication and transport, as well as the related administrative procedures for Raleigh Nepal operations
- Ensure management of the procurement of items based on authorised requisitions, in line with Raleigh procedures
- Liaise closely with the finance and administrative manager, country programme manager, thematic project managers, and youth development manager on local/international procurement by maintaining a requisition tracking system
- Plan and supervise the vehicle allocation in order to optimally serve the needs of the programme
- Collaborate with the deputy operations manager, and medical personnel to ensure safeguarding, safety and security protocol
- Ensure security and safety of office and office materials, equipment and vehicles
- Manage maintenance of office equipment and tools and vehicles
- Maintain inventory of programme materials and equipment, proper storage system of all store items and conduct periodic physical verifications of stock and inventory
- Prepare annual procurement plan and budget as per the planned programme delivery for incorporation into Annual Plan of Action and Annual Budget and prepare procurement reports on a weekly basis
- Perform other tasks as dispensed by Line Manager/Country Director

Person Specification (Education, Skills, Experience and Competencies)

- Master Degree in the related field (e.g. Business Management, Business Administration, etc.)
- Minimum 5 years of relevant working experience in Logistics Management; working experience with INGOs an advantage
- Proven track record in purchasing, warehousing, vehicle management, administration, budgeting, financial administration and reporting
- Practical experience in and commitment to work with youth
- Good understanding of development programme, PCM and operational system
- Understanding of issues related to gender, social equity and poverty alleviation
- Proficiency in using office application software; ability to produce, understand and analyze standard data base reports; and efficiency in using communication applications
- Result-oriented personality/ maintaining deadlines
- Excellent interpersonal, intercultural competencies and team player
- Good communication in Nepali and English, both written and oral
- Ability to effectively communicate and put his/her idea forward
- Showing initiative in making processes more effective and cost efficient

TO APPLY:

Applications for the above positions along with a CV (max 4-pages) and a motivational letter can be sent by **10 September 2015** via mail to raleighnepal@raleighinternational.org

“Women, people of ethnic minorities and Dalits are encouraged to apply.”

Only shortlisted candidates will be contacted.

Applying Procedure

.

Generated By

