



Diversified Integrated Vocational Educational Foundation (DIVEF)

Call for Applicants.

Position: Logistics Support Officer, Monrovia, Liberia

DEADLINE FOR SUBMISSION: JUNE 30, 2023

The overall purpose of the job:

The Logistics Support Officer for the Liberia programs will work to provide logistical support to DIVEF (www.divef.org) technical team within its programs, covering **Psychosocial support, Vocational and Social skills training, social support, and network enhancement, Access to Sports and recreational activities**. In addition, the Logistic Support Officer will promote adherence to the DIVEF Technical Logistics system and procedures. They will be responsible for supporting the technical logistics of the mission (Procurement, Energy, IT, Telecom, Fleet, Movement, warehouse, facilities, and their maintenance).

Work Base: Monrovia with travel to Field bases in Liberia as per program requirements

Reporting to: Country Director (CD) and Operational Manager (OM) Liberia

Annual gross income: 10,800 USD

Working hours: 40 hours/week in total (Monday to Friday 08:00 to 13:00 and 14:00 to 17:00)
Saturdays and Sundays on request

Logistics General Management

- Ensure proper implementation of logistics procedures for warehousing and asset management, fleet and fuel management, communications systems and maintenance, local procurement, and overall program logistics support.
- Coordinate and ensure the maintenance, repair, and installation (when necessary) of all vehicles, generators, communication equipment, and IT materials.
- Support the CD and OM with the daily management of the running, maintenance, and security of DIVEF real estate.
- Coordinate the logistical filing system to include all equipment manuals, maintenance schedules, and logs documentation, e.g., waybills, stock cards/requests, etc.
- Responsible for program Asset Management and disposal. Ensure all program assets are recorded, monitored, and maintained as required.
- Keep current documentation, maintenance, and insurance of all DIVEF vehicles and ensure proper usage of vehicle logbooks, fuel consumption, and daily/weekly routine checks (incl. fuel stocks and logs completed and recorded daily).
- Oversee selection/identification and maintenance of the office/accommodation facilities and their related utilities, ensuring safe and standard living and working conditions for all DIVEF project sites.

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Management of Team:

- Supervise and coordinate all technical technicians performing duty in Monrovia, skill development according to their terms of reference and annual performance evaluation. In addition, LSO coordinates with all logistic support staff relating to all technical and logistic activities.
- Ensure that all relevant aspects of logistics are managed according to the procedures of DIVEF.
- Generate comprehensive weekly and monthly reports on fleet, asset, IT, Telecommunications, facilities, and Energy and establish and maintain good contacts with the field log teams, suppliers, government offices, UN agencies, and other NGOs concerning logistic matters.

Procurement

- In collaboration with OM, ensure that DIVEF's procurement procedures are applied and respected at all levels.
- Ensure consignment and Customs clearance of goods for their expected arrival in Monrovia and follow up on tax exemptions process.
- In collaboration with OM, responsible for procuring equipment for the program start-up (incl. comms equipment, IT, vehicles, etc.)
- In collaboration with OM, directly responsible for all local procurement of program entrants and operational support items.
- Work with the Operations Manager at the organizational level on international procurement.

Stock management

- Ensure that DIVEF's standard procedures are in place for stock management at all levels (stock cards, waybills, stock requests, inventories)
- Coordinate and ensure the maintenance and repair of all generators, communication equipment, and IT equipment.
- Responsible for setting up a complete, transparent, and detailed list of assets. Ensure all purchases are recorded and monitored/maintained.
- Coordinate the logistical filing system to include all equipment manuals, maintenance schedules, and logs documentation, e.g., waybills.
- Internal Requests reception and stock availability assessment
- Reception control of all stocks (both Local and International)
- Package and Dispatch requested Stock to the field (both Monrovia and the project sites)
- Responsible for all freights to and from the field (shipment Planning, booking, and follow-up report)
- Perform General Project Orders in collaboration with the operations manager.
- Provide monthly reports on stocks and assets.

Fleet management

- Ensure all DIVEF's vehicles are working in excellent and clean condition.
- Ensure all DIVEF's cars have the relevant tools; spare tires, including updated fire extinguishers.

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- Ensure daily and weekly checkups and appropriate periodic maintenance (“A,” “B” & “C”) of all DIVEF’s vehicles.
- Liaise with the procurement team and warehouse to make the appropriate spare parts orders for the fleet.
- Ensures all vehicles are insured and registered and have all required documents and copies onboard.
- Ensure proper systematic filing (soft and hard copies) of all fleet-related documents.
- Ensure contract management of all rental vehicles and submit all supporting documents (log sheet, vehicle planning, etc.) to facilitate payment.
- Ensure regular weekly and monthly reports on Kilometer follow-up, fuel consumption, maintenance, cost follow-up, vehicle status, Logbook and insurance follow-up, and other ad hoc reports as directed by the supervisors.

Movement planning and follow-up

- Ensure weekly movement plans for the team in Monrovia and share them with all concerned.
- Track all movements, including international and domestic (Monrovia and the field) flights, and arrange airport pick-up accordingly.
- File all Movement planning-related documents (soft and Hard copies) accordingly.

IT/Telecommunications

- Ensure all IT materials and equipment work in excellent and clean conditions.
- Manage and coordinate the back-ups for all project computers but field and Monrovia.
- Follow-up for IT equipment maintenance, keeping track of anti-virus updates, and including relevant software and drivers for DIVEF’s computer.
- Ensure updated contact lists for the mission, including the constant companion for all project sites.
- Ensure updated registration of all relevant telecommunication equipment (V-SAT, Thuraya, VHF, HF, etc.) and track accordingly.

Facility/Infrastructure

- Perform Hotel reservations for DIVEF’s staff staying temporarily in Monrovia.
- Follow-up and update all accommodation/Office/Warehouse rentals, including the contracts in Monrovia and the field.
- Provide regular monthly reports on rental agreements for all accommodation, temporary stay, Office, Warehouse, etc.

Equipment and Asset Management

- Perform regular updates of all project equipment.
- Ensure all equipment has the unique Asset number per the tracking list.

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- Follow-up on the repair and maintenance of all project equipment (both in the field and Monrovia)
- Provide a monthly updated asset list for all mission assets reflecting the actual reality.

Others:

- Work as part of an established team with excellent communication skills, team builder, flexible, adaptable, and willing to work and travel in the field when required.
- All other tasks asked by the Operations Manager and Country Director, if needed.
- Adhere to the DIVEF Code of Conduct on Ethics and Integrity

Requirement:

- Bachelor's Degree or equivalent in Logistics or Business Management
- 3 to 6 years of related experience
- Able to work as part of an established team with excellent communication skills, team builder, flexible, and adaptable.
- Good and robust command of computer skills and especially in Microsoft Excel
- Conduct all activities in an honest and trustworthy manner.
- Only Liberian National

Submit all applications **before** the 30th of June 2023 by e-mail to: recruitment@divef.org; no hardcopy is allowed.

Note: The position may be filled before the above deadline due to the urgent need to fill this vacancy.

With Subject Line 'Logistics Support Officer – Monrovia'. Female Candidates are strongly encouraged to apply.