

Logistics Officer

Employer: [Agency for Technical Cooperation and Development](#)

Deadline for applications: Friday, June 7, 2013

Contract:

- Full time position
- Location:** 1 in Bekaa, 1 in North

Working area:

JOB DESCRIPTION

I. Background

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. ACTED provides relief assistance to victims of conflict and vulnerable populations. Its activities range from emergency relief to development projects. In 2005, ACTED implemented more than 300 projects in 35 countries spread over Africa, Central Asia, Europe, Latin America and the Middle East.

II. Assignment

Under the supervision of the Area Coordinator and Country Logistic Manager, the Logistic Officer is responsible for overall supervision of Logistic department (including Procurements, Fleet, assets follow ups, communication/IT, stock/Warehouse and movement facilities for staff in ACTED area of intervention.

III. Responsible for:

Overall management/supervision of procurements, Fleet, assets follow ups, communication/IT, stock/Warehouse and movement facilities

Staff management:

- Control and follow on daily basis the performance and work progress of all the staff under his responsibility
- Draft the weekly & daily work plan of his department staff
- Hold weekly meeting with the key staff member of his team for update on work progress and present a summary department progress report for WAM

Procurements:

- Follow-up procurement & supplies with logistic area team and main office in Beirut.
- Check deliveries follow-up of each procurement contracts;
- Procure all projects and office logistical requirements based on ACTED procurement guidelines.
- Communication with field office(s) via e-mail, skype or cell phone in order to provide on time procurement supports.

Filing/Reporting:

- Logistic report should be sent by Area Logistic officer by 5th of each month to Area Coordinator and Capital logistic department (the monthly report Includes - (Procurement report, Fuel consumption report, asset follow ups, stock situation report, Communication report);
- Create separate binders for each reporting documents and file them after final confirmation of capital logistic;

Transport:

- Make separate binders for each vehicle and then file all necessary documents (i.e. copy of rental car contract, copy of fuel slips, with all bills and documents, car monthly log book, fuel consumption follow up, accident form with attached documents etc.
- Create a binder for all vehicle fuel consumption report;
- Ensure all vehicles are in good condition and ready for use;
- Organize the driver duty schedule and ensure the movement of board is filled in regularly
- Follow up of staff movement between area and sub offices and Area and capital offices;
- Supervise the fuel consumption of each car
- Provide the monthly report to Capital logistic and file copy of fuel consumption report in “Transport follow up” binder.

Asset Follow ups/IT support:

Supervise the Logistic Assistant to:

- Ensure all ACTED assets are registered and codified with numbering (refer to ACTED Log Manual for details);
- Ensure that asset is given to users, after completion of “Asset Reception Form”;
- Make sure ACTED assets are all in good condition (Motorized assets, office assets, projects tools, office/guest house assets/items.. etc.).
- Ensure that e-mail, and IT equipments are functioning properly

Stock/Warehouse Management:

- Ensure all commodities and goods are well organized in the stock by project/program
- Ensure all commodities and goods have stock cards and registered in “Stock Situation Report”;
- Ensure all commodities for stock commodities IN/OUT have “Stock Request” form, “Waybill or Reception Voucher” and properly recorded in “Stock Cards” and “Stock Situation Report”;
- Ensure the tidiness and well protection of goods/commodities in stock and monthly stock inspection form is filled in by (non-logistic member) regularly;
- Ensure the safety and security of stock/Warehouse and ACTED commodities/goods within stock; - check the fire extinguishers are in working condition in stock, control the entrance and exit door locks etc.)

Experience required:

- 1 to 2 years

Education degree: Bachelor Degree Field of education:

LANGUAGES

Arabic: Fluent English: Fluent French:

Period:

Salary:

Submission guidelines: Applications should include a detailed CV and a cover letter that addresses the applicant's motivation for applying. Please forward the application, in English, marked "LOG OFF Bekaa" for those who are interested to work in Bekaa area, and "LOG OFF North" for those who are interested to work in North area to the following e-mail address: sylvie.koshkarian@acted.org. The deadline for submission is Friday, June 7 2013

Cover letter required?

CONTACT INFORMATION

Sylvie Koshkarian

Country Finance Manager

Email: sylvie.koshkarian@acted.org

Fax:

Website: