

Vacancy Announcement The Logistics Officer

Lutheran World Federation Kenya Djibouti Somalia Program is seeking to recruit Kenyan National for the above position, to be based in Dadaab Refugee Camp. The **Logistics Officer** shall be based in Dadaab Refugee Camp, North Eastern Kenya. He/She shall be responsible for implementing procurement, transport, storage and inventory management activities for Dadaab project and shall work to improve the proper operations, management and functioning of the Logistics department. The incumbent will report directly to the Dadaab Program Area Manager while working closely on a daily basis in collaboration with other sectors of LWF in the performance of his/her duties and responsibilities.

Key Points of Communication: Administration and Finance Officers in Dadaab and Nairobi, Project Coordinator and the Dadaab senior program officers.

Specific duties and responsibilities

1. Responsible for managing all logistical aspects of the project, namely procurement, transport and stores based on LWF policies and guidelines.
2. Responsible for ensuring project proposals and budgets reflect logistical considerations
3. Responsible for developing and implementing procurement plans
4. Coordinate effective transport of project supplies and personnel; ensure all legal, insurance and maintenance issues are properly addressed.
5. Planning and scheduling of transport, supervising transport staff and maintaining proper records of vehicle maintenance and servicing
6. Monitoring the use of vehicles and ensuring adequate controls over the use and movement of LWF/DWS vehicles
7. Ensure integrity in the procurement process including quotation, negotiation, award and management of supply and service contracts.
8. Enhance the control systems in procurement, transport, stores, general NFI distribution by conducting regular and timely checks and inspections.
9. Responsible for conducting timely performance evaluations for drivers and implementing staff development plans.
10. Provide orientation to new staff and visitors on logistics issues for LWF Dadaab field office.
11. Prepare weekly, monthly, quarterly and annual reports for transport, procurement and warehousing activities and status or as may be requested from time to time by the area coordinator or Project Coordinator.
12. Any other duties as may be assigned by the supervisor.

Professional Qualifications

- Degree in logistics management, procurement/supplies management or a related degree/diploma from a recognized institution.
- Member of KISIM (Kenya Institute of Supplies Management)

Relevant Experience and skills

- At least three (3) years working experience in a transport and procurement responsibility. Humanitarian NGO experience is preferred.
- Computer skills and practical experience in MS word, Excel and other programs.
- Knowledge of SAGE is an added advantage.

Personal Attributes

- Strong interpersonal skills and a good team player.
- High level of integrity, commitment and professional responsibility.
- Ability to tolerate cultural, educational and religious diversity in the work place.
- Excellent communication, organization and presentation skills.
- Good analytical and problem solving skills.
- Ability to work independently with guidelines and clear expectations.

How to Apply;

Applications should reach the undersigned by close of business on 11th June 2019 and must include full contact details of 3 referees.

The Human Resource Officer, Lutheran World Federation Kenya-Djibouti-Somalia

Email: lwf.nbi.kenya@gmail.com

Kindly indicate the position you are applying for on the subject line.

Only shortlisted candidates will be contacted.

LWF World Service is an equal opportunity employer, irrespective of gender, race or religious affiliation.

LWF World Service is a signatory to the Code of Conduct for humanitarian agencies.

Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.

Lutheran World Federation Kenya-Djibouti (LWF) commits itself to creating and maintaining a safe and protective environment for children. LWF employees are expected to work in a way that reflects our core values including dignity and justice, compassion and commitment, respect for diversity, inclusion and participation, transparency and accountability. All employees, volunteers, interns and other persons representing LWF commit to ensuring that their personal and professional conduct is of the highest standard at all times.