

JOB DESCRIPTION: Logistics Officer

Unit	Restless Development Uganda
Location	Kampala, Uganda
Salary	Gross Annual; UGX 12,617,340
Benefits	25 days annual leave and Medical insurance
Restrictions	12 months contract
Reports to	Programme Coordinator
Expected travel	National Travel will be required. Regional (East Africa) travel is possible
Context	<p>Restless Development is the global leader in youth-led development. Our award winning youth-led approach reaches over 450,000 young people weekly across 8 countries in Africa and Asia, and engages 350 youth organisations from around the world. Since 1985, we have demonstrated that young people are critical actors in development, and can drive positive change at local, national and international levels in the areas of sexual and reproductive health, livelihoods and civic participation. Our model is bottom-up and holistic, focusing on individual leadership change amongst young people as well as systematic changes in policy and practice towards a more supportive environment for youth-led development. Find out more here: www.restlessdevelopment.org.</p> <p>We are looking for a talented and committed officer to Manage logistics of activities relating to our new exciting regional youth engagement programme implemented in partnership with a major international donor. The programme will facilitate a youth-led research focused on youth economic opportunities, with the aim of feeding into important and emerging policy and development agendas. The programme will target 4 countries in East Africa, with a primary focus on Uganda. This position requires outstanding organisational and administrative abilities and excellent communication skills.</p>
Position Summary	<p>The main duties are as follows:</p> <ul style="list-style-type: none"> Logistics and communications Safety and welfare of the youth researchers Financial management and reporting
Logistics and Communication (60%)	<ul style="list-style-type: none"> Lead on the logistical arrangements for the recruitments, trainings, events, travels , research and other programme related activities Lead on procurement of all programme items Support the youth researchers in their logistical arrangement for fieldwork Develop logistical checklists to guide activities support Maintain program inventory and manage equipment and supplies Keep in constant communication with the youth researchers and the programme coordinator and manager Support the Programme Coordinator to update Restless Development on project progress and seek advice as necessary Keep consistent detailed records of logistical aspects of the programme Establish and maintain contact database for the project Produce concise monthly logistical reports.
Safety and welfare of youth researchers 25%	<ul style="list-style-type: none"> Work with the youth researchers to agree preparation activities and modes of communication Keep in regular communication with the youth researchers and provide

	backstopping logistical support as necessary <ul style="list-style-type: none"> • Support the welfare of the youth researchers, following up on issues as required • Develop checklist of items to be used before the youth researchers' travels to any activity to ensure they are properly equipped. • Log the youth researchers' travel and check all safety and security measures have been fulfilled before travel
Financial management and reporting (10%)	<ul style="list-style-type: none"> • Support the youth researchers in managing fund for the field • Make payments for the programme related activities and keep accurate records of financial expenditure • Manage event budgets • Ensure that financial management is undertaken according to Restless Development policies and procedure • Assist the Programme Coordinator in tracking the project budget • Provide regular updates to the Programme Coordinator as required
Other (5%)	<ul style="list-style-type: none"> • Other duties as required, including occasional work on weekends for which time off in lieu can be taken
Qualifications	Essential <ul style="list-style-type: none"> • Diploma in relevant subject(e.g. business administration, logistics, commerce, store management) OR demonstrated logistical experience with a local or international organisation/company
Experience and Skills	Essential <ul style="list-style-type: none"> • Experience of making complex logistical arrangements for travel and organising events • Experience of asset management and procurement • Experience of finance management • Effective verbal and written communications and interpersonal skills • Excellent organisational skills • Excellent computer skills including Excel, Word etc. • Ability to problem solve and make sound operational decisions • Excellent budget management skills • Fluency in written and spoken English essential Desirable <ul style="list-style-type: none"> • Experience of budget management • Experience of working in a youthful, multi-culture environment
How to apply	Please request and send a completed application form to ugandajobs@restlessdevelopment.org by the closing date. Please note we DO NOT accept CVs, resumes or covering letters.
Closing Date	19th June 2015