



Hospital Road || Zwedru, Liberia
Randall Street || Monrovia, Liberia
<http://www.justiceinhealth.org>

Logistics Officer ToR

Position: Logistics Officer

Locations: Zwedru, Grand Gedeh / Cestos City, Rivercess (2 positions open)

Directly Reports To: Project Manager / Project Officer

Works Closely With: Operations Officer, Procurement Manager, Transport Manager

Directly Supervises: Warehouse Officer, Facility & Maintenance Officer

Working Hours: Monday-Friday 8:00am-5:00pm AND Saturday 8:00am-1:00pm

Organization Profile:

Founded by survivors of Liberia's civil war, Tiyatien Health ("Justice in Health" in Krahn) is an innovative Liberia-based non-governmental organization partnering with rural communities and the Liberian Government to advance healthcare and the fundamental rights of the poor. Through services, research, advocacy and training, we are working to improve access to HIV treatment, care and support; build models that deliver primary healthcare fairly and for all; and bolster social justice in rural Liberia – one of Africa's poorest war-torn countries. For more information, please visit: <http://www.tiyatienhealth.org/>

Overall Job Purpose:

The Logistics Officer is the chief of county logistics, transport, warehousing, quality control, and operations. He/she is responsible for supporting the implementation of all Tiyatien Health projects by ensuring the timely procurement of goods, the provision of transportation services, the careful and frequent recording of movements and changes, and the safety and security of staff members and their operations. The Logistics Officer will work closely with program and administrative staff to ensure comprehensive reporting, support and assistance to all TH activities. This is a critical position in TH. It requires diligence, dedication, and a capacity to handle numerous duties within a changing environment.

Tasks and Responsibilities:**Logistics:**

1. Responsible for the supervision, monitoring, and detailed recording of all warehouse and stock movement activities consistent with Tiyatien procedures requiring complete accuracy and timely delivery.
2. Ensure proper warehouse management. This includes storage space, condition, and the actual storage of stock.
3. Prepare appropriate forms for procurement and designation of project and maintenance materials ensuring approval by the appropriate TH staff, in consultation with the Finance team and Operations Team.
4. Work closely with vendors and the Procurement Manager to obtain needed materials with particular attention to cost control, quality and timely delivery.
5. Ensure maximum availability and implementation of controls and monitoring mechanisms for all logistics assets such as vehicles, generators, computers and all other technical items using either petrol, diesel or kerosene to maximize efficiency and ensure regular maintenance
6. Responsible for overseeing and monitoring asset management and updating asset list as required
7. Prepare Stock Movement and Fleet reports, as well as a logistics reports.
8. Ensure appropriate management of communications systems at TH sites, including maintenance of HF, VHF and satellite communication
9. Check-in weekly with Operations Officer, providing weekly updates (weekly work plan) on all logistical activities
10. Maintain familiarity with relevant logistics compliance issues as required by policies of TH, donors, and legal statutes in order to ensure compliance.

Administration

1. Manage a team of operations personnel and taking responsibility for the performance of your county's operations team.
2. Communicate frequently and appropriately with colleagues, including those whom you report to and work closely with.
3. Ensure that the Tiyatien standard logistics forms are consistently used, readily available, and completed accurately and electronically by the Tiyatien Health team.
4. Ensure appropriate filing (from Tiyatien) of all orders (national and international) to ensure accurate tracking and documentation for audit purposes
5. Ensure appropriate logistics filing systems to include all equipment manuals, maintenance schedules and Tiyatien Health standard documentation.
6. Follow-up with procurement all orders emanating from the field site utilizing order tracking sheet in order to be informed of the status of field site procurement requests.

7. Assist with the update and implementation of in-country manuals, training initiatives, and standardization of systems
8. Manage all in-county staff transport, ensuring coordination with colleagues, partners, and transport contractors as necessary.
9. Participate in regular progress meeting with Logistics staff from Tiyatien, the partner NGOs and CHT, and follow up with the action points agreed.
10. Improve the professional capacity of the county-based staff by providing regular in-service training on relevant logistics topics, as well as topic specific training sessions if needed.
11. Participate in project planning in collaboration with relevant staff.

Safety & Security:

1. Manage Tiyatien Health security team and improve professionalism of the security team.
2. Ensure strict safety protocols are being carried out for all Tiyatien Health activities including, but not limited to, transportation (e.g. Motorbike and vehicle policy) and off-site activities.
3. Participate in the ongoing monitoring of the security situation and implementation of security measures according to Tiyatien security guidelines as concerning situations emerge.
4. Attend all in-county NGOs security meetings/fora
5. Adhere to country/ county security guidelines
6. If necessary manage the evacuation of field based teams in collaboration with the Deputy Director of Logistics

Other:

1. Oversee the Tiyatien residence/office compound to ensure a safe, productive and comfortable work/living environment for staff members.
2. Any other duties that may be required or assigned by the Project Manager, Project Officer, or Operations Officer.
3. Adhere to the organization's financial, behavior, and ethics policies.

How to apply:

Please submit a resume, cover letter, and three professional references to hrliberia@lastmilehealth.org. Applications accepted until **May 1st, 2015**. Hard copies may be dropped off at LMH's offices in Monrovia (Congo Town next to Chinese Clinic), and in Cestos City.