Job description Senior Logistics Officer

MARY'S MEALS - JOB DESCRIPTION

A	**JOB TITLE:**
	SENIOR LOGISTICS OFFICER
B	**REPORTING TO:**
	HEAD OF FINANCE AND OPERATIONS
C	RESPONSIBLE FOR:
	Distribution Officer, Transport Officer and Warehouse Supervisor
D	**LOCATION:**
	Blantyre
E	**PURPOSE OF THE ROLE** The Senior Logistics Officer coordinates the implementation of logistical functions in order to support Mary's Meals School Feeding Programme.
F	Main Duties Include:

	• Supervise Warehousing and stock management including donations-in-kind;
	• Supervise Distributions of goods and supplies;
	• Supervise Customs clearance;
	• Supervise Asset management;
	• Supervise Insurance for vehicles, personnel, and property;
	• Supervise Fleet management;
	• Supervise Supplier reviews and quality control;
	• Property Management
	  ○ Respond to any questions related to lease and property agreements between Mary's Meals and the owner or landlord;
	  ○ Oversee repairs and maintenance of properties owned or leased by Mary's Meals;
	  ○ Liaise with owners or landlords when reviewing/renewing leases and when property repairs and general maintenance are required;
	  ○ Recommend repairs and maintenance for expatriate housing and Mary's Meals offices as and when required;
	  ○ Respond quickly to issues or concerns raised by tenants or Mary's Meals staff regarding the condition of the Mary's Meals office or expatriate housing;
	  ○ Ensure that all expatriate housing is safe and habitable upon signing of lease and that it meets all security requirements.
	  ○ Submit accident reports to insurance companies for incidents involving Mary's Meals buildings or property (excluding vehicles).
	• Security

- Write or review security-related documents, such as incident reports, proposals, and strategic initiatives;
- Create or implement security standards, policies, and procedures;
- Train other organizational members in security rules and procedures;
- Order security-related supplies and equipment as needed;
- Assist in emergency management and contingency planning;
- Respond to medical emergencies, threats, fire alarms, or intrusion alarms, following emergency response procedures;
- Analyse and evaluate security operations to identify risks or opportunities for improvement;
- Conduct physical examinations of property to ensure compliance with security policies and regulation. Including: Mary's Meals offices, expatriate residential housing, overnight storage of vehicles, and any other property where a Mary's Meals employee or guest may spend the night;
- Plan, direct, or coordinate security activities to safeguard company assets, employees, guests, or others on company property.

- Input into budget planning;
- Liaising with in-country authorities such police, MRA, etc;
- Participate in Senior Management Team meetings;
- Participate in Internal Procurement Committee meetings;
- Regularly assess and review logistics arrangements to ensure that operations meet strategic aims and are efficient and cost-effective;
- Analyse and verify routine reports;
- Manage the hiring of casual labourers as and when necessary;
- Provide reports as required by the Head of Finance & Operations or Country Director;
- Establish supplier performance measuring systems;
- Develop risk management programs to ensure continuity of supply in emergency scenarios;
- Plan or implement improvements to internal or external logistics systems or processes;
- Any other duty as assigned from time to time

G	QUALIFICATIONS AND EXPERIENCE:

Essential:

- Degree in Logistics, Operations, Business, or any other related discipline;
- At least 3 years of experience as a Senior Logistician, or relevant position, in an operational capacity in an INGO;
- Ability to work under pressure carrying out several tasks simultaneously to completion

	• Management ability to lead, develop and motivate staff • Committed team player • Significant experience in fleet management and knowledge of vehicle maintenance; • Experience clearing containers with customs offices and port authorities; • Experience working with MRA and applying for tax free waivers; • Advanced skills in using Microsoft Excel, Word and Outlook.
	Skills & Knowledge • Highly numerate and able to successfully manage a large and demanding work load; • Ability to coach individual staff members and support staff development at all levels; • Resilient and able to work in a challenging environment in which flexibility and responsiveness is essential; • Able to lead and motivate staff teams through example, communication and a supportive approach; • Able to organize own work and prioritize tasks; • Able to interact with senior managers and partners comfortably and effectively; • Ability to adapt positively to different social and cultural settings.
	Desirable: • A clean motor vehicle license
H	**SALARY INDICATOR:**
	Level 4.2