



## **JOB ANNOUNCEMENT**

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA Vietnam is seeking qualified, enthusiastic, experienced Vietnamese applicants to recruit for the position of **Logistics Assistant** for the NPA-ERRP project in Thua Thien Hue. The post holder will be based in NPA-ERRP project office in Hue City.

**General responsibilities:** Logistics Assistant, under the supervision by Logistics Manager, works to oversee procurement, warehousing, fleet management and material planning and ensure the NPA-ERRP project to strictly adhere to the NPA logistics guideline and all procedures required are followed and monitored.

### **Specific duties:**

- Process all field requests and related local procurement in a timely manner;
- Keep accurate and up to date logistical records relating to procurement, issuance and final destination for material (Field request, RFQ, PO and related GRN, GIN, TDI)
- File all complete purchase documents and document POs in order
- Manage store and keep accurate and up to date inventories of any stock held and replenish and distribute in line with the programme's requirements
- Keep accurate and updated inventories for all team and departments
- Collect logbooks, fuel records and keep accurate & updated vehicle history files, analyse, and report on fuel usage/kilometres on a monthly basis, follow up on vehicle servicing/repairs and technical inspection
- Constantly evaluate all local suppliers, their products and prices in order to obtain the best value within limited budget
- Coordinate with Project Officer to arrange and be responsible for any pick up and transportation of staff or material.
- Be willing to work in flexible hours as required by LM
- Coordinate with project Finance Officer on payments and supplier follow up
- Create a smooth working relationship with other departments to be supported where an efficient exchange of information and feedback to respective line manager is a critical component
- Report to and coordinate with the Logistics Manager on a regular basis on logistical issues, fleet management and internal routines

### **Required qualifications**

- Driving license min. B2 (Licence level D is preferred)
- BA degree or other relevant fields
- Good command of spoken and written English language
- Ability to work independently as well as in a team
- High motivation, good communication skills
- Good command of computer software: in Word, Excel

Interested candidates are requested to submit a CV, cover letter and copies of certificates to NPA Vietnam via e-mail: [recruitment.vn@npaid.org](mailto:recruitment.vn@npaid.org). The closing date for applications is 5pm **July 26, 2015**. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.