

<b>Position:</b>	<b>LOGISTICS ASSISTANT/HANDY MAN</b>
<b>Department/Project/Country:</b>	Humanitarian Disarmament/NPA-RENEW/Vietnam
<b>Last revised:</b>	10.09.2018
<b>Project number:</b>	243807
<b>Immediate Superior:</b>	Logistics Manager (LM)
<b>Shall report to:</b>	Logistics Manager (LM)

## General responsibilities

- Implementation of logistical activities in NPA incl. logistic office maintenance, warehousing, fleet management and material planning
- Implementation of, adherence to, and monitoring of NPA logistic management systems
- Processing of local requisitions & procurement
- Control of general stock balances, inventories, stock re-supply and distribution, a good control of BINCARD
- Follow up of dedicated Team and Department inventories
- Fleet management including servicing and reporting
- Filing and control of all documentation and records related to the above.

## Specific duties

- Coordinate with Logistics Manager (LM) for logistic tasks. Collect the quotes from suppliers and proceed other tasks assigned under supervision of LM
- Follow up inventory of office supplies to keep a smooth for office use
- Fully be in charge of logistics under DFID LR project
- Physically check and record fuel details to be filled up for all vehicles under DFID LD project weekly
- Collect fuel issued notes and report details of total fuel consumption monthly
- Make scans, photocopy and document all paperwork related to logistic tasks
- Be in charge of coordinating with drivers and team leaders for requests and reports including MFR, LDR and VAR
- Provide repairs, fixing, maintenance and service if any in order to make sure all related to logistics are smooth for operations
- Follow up and report status of detectors and others. Coordinate with Operations weekly for report detector status
- Check status of vehicles and record when receiving report of MFR, LDR and VAR from drivers and team leaders.
- Be in charge of full control of stock under LM's supervision. 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. Use bincard in proper way to keep track and monitor items in and out from stock.

- 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).
- Report store inventory monthly
- File all complete documents related to logistics and other documents in order
- Collect logbooks and follow up fuel records
- Keep accurate and updated vehicle history files (including detail of all servicing, repairs, logbooks and fuel records)
- Arrange and follow up servicing and repairs and be responsible for technical inspection of all vehicles as required
- Liaise with local authorities in terms of vehicles issues (registration, re-registration and others) as required.
- Arrange to transport and pick up goods. Manage the movement of items among teams under project and among locations of NPA
- Be willing to work in flexible hours as required by LM
- 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 implement logistic tasks under supervision of the Logistics Manager on a regular basis on logistical issues, fleet management and internal routines
- Any other tasks assigned by LM

**Required qualification:**

- Driving license B2 is a must
- Vocational degree/BA degree or other relevant fields
- Ability to communicate in English both written and spoken is an advantage
- Technical background such as fleet management, electricity and others is an advantage
- Familiarity in handy work is preferred
- Ability to work independently as well as in a team
- High motivation, good communication skills
- Good skills of computer software: in Word, Excel.

**Additional Considerations:**

The holder of the position is to abide by the policies set by the Norwegian People's Aid (NPA) and to represent the organisation in a loyal and responsible manner.