



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA), an international NGO, is Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with projects in Hanoi, Hue , Quang Tri and Quang Binh. We are seeking for qualified, enthusiastic, experienced Vietnamese national applicants for **Logistics Officer (LO)** based in **NPA-Quang Binh projects in Dong Hoi city, Quang Binh province.**

Main Function

Under management of Logistics Manager (LM), the LO is responsible for the management and day-to-day supervision of logistical activities in NPA Quang Binh project in line with all current policies and procedures of NPA and requirements of donors.

Area of Responsibility:

- Logistics management and filing;
- Procurement;
- Warehouse;
- Fleet management.

General responsibilities

- Implementation of logistical activities in NPA Quang Binh/QB DBUCU, incl. procurement, warehousing, fleet management and material planning;
- Promote adherence of NPA guidelines and provide input to the development of local systems for internal control;
- 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;
- Follow up of dedicated Team and Department inventories;
- Fleet management including servicing and reporting to management;
- Coordination of transport arrangements for staff and material;
- Continued implementation and monitoring of all internal logistical procedures;
- Filing and control of all documentation and records related to the above;

A new position holder will **be provided the proper training on logistics** under NPA guidelines that refers to the specific duties as below and others related in order to get familiar with assigned logistic tasks.

For more information of the specific duties, please refer the attached JD.

Required qualification:

- BA degree or other relevant fields;
- Good command of spoken and written English language;
- Having a Car Driving license is an advantage;
- Ability to work independently as well as in a team;
- High motivation, good communication skills;
- Good command of MS Office (Words, Excel);
- **Graduate students are encouraged to apply.**

Interested candidates are requested to submit a CV, a cover letter to express why you are fit for the post and NPA, copies of related degrees/ certificates and 03 references to NPA via e-mail address recruitment.vn@npaid.org. Please indicate clearly the post you are applying for in your email subject. The employment commencing date will be as soon as possible. Women and people with disability are encouraged to apply. Only short-listed candidates will be notified.

The closing date for applications is at 5pm on **15 October 2020** or **may be earlier** if we have qualified candidates for our recruitment requirement./.