



Position:	LOGISTICS OFFICER (LO)
Department/Country/Project:	Humanitarian Disarmament/NPA Vietnam/NPA Quang Binh Project
Last revised:	09.2020
Project number:	243
Immediate Superior:	Logistics Manager (LM)
Shall report to:	Logistics Manager (LM), Provincial Programme Manager (PPM)
Responsibilities:	
<p>Main Function</p> <p>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.</p> <p>Area of Responsibility:</p> <ul style="list-style-type: none">• Logistics management and filing;• Procurement;• Warehouse;• Fleet management. <p>General responsibilities</p> <ul style="list-style-type: none">• 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; <p>Specific Duties:</p> <p>A new position holder will <u>be provided the proper training on logistics</u> under NPA guidelines that refers to the specific duties as below and others related in order to get familiar with assigned logistic tasks.</p> <ul style="list-style-type: none">• Be trained on using Logistics Agresso systems• 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, Purchase order (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, including keep updates of all files;• Collect logbooks and fuel records, analyse, and report on fuel usage and kilometres on a monthly basis;	

- Keep accurate and updated vehicle history files (including detail of all servicing, repairs, logbooks and fuel records);
- Have a good coordination with Fleet officer (FO) for daily check and periodically maintenance to ensure a minimum risk and reduce tear and wear of vehicles;
- 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;
- Constantly evaluate all local suppliers, their products and prices in order to obtain the best value for money;
- Provide operational support in terms of logistics issues as required;
- Coordinate with administrations to arrange and be responsible for any pick up and transportation of staff or material;
- Be responsible for arranging, transporting, loading and packing the goods, detectors, materials..., then send to other different locations/projects;
- Have a good health and be willing to travel to other locations/projects if required;
- 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;

Other tasks as assigned by the Logistics Manager.

Required qualification-experience:

- 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.**