



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the field of Mine Action. We have operated in Vietnam since 2007 with Representative office and projects in Hanoi, Hue, Quang Tri and Quang Binh. **NPA Vietnam** is developing for setting up **a new project in Kon Tum** province. We are seeking for qualified, enthusiastic, experienced Vietnamese applicants for the fulltime **Logistics Officer (LO)** based in **Kon Tum city** with travels to field offices in provinces as work required.

Terms of reference

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

Area of Responsibility

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

General responsibilities

- Implementation of logistical activities in the project including 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
- Other duties assigned by the Logistics Manager



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, 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 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
- Any other tasks assigned by LM

Required qualification-experience

- BA degree or other relevant fields
- Car driving license (B2 or higher) is preferred



- 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

Application submission:

Interested candidates are requested to submit a CV, a cover letter (in English) 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 POSITION you are applying for in your email subject.

The employment commencing date will be in February 2023. 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 [11 December 2022](#) or may be earlier if we have qualified candidates for our recruitment requirement./.