



ADVERTISEMENT

Position: Admin and Logistics Assistant
Location: Bosaso, Puntland Somalia
Reporting Lines: **Direct Supervisor:** Field Manager
Technical Supervisor: Senior Operations Officer
Working hours: 8 hours per day for 5 days
Background: Relief International (RI) is a leading non-profit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.

Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Logistics function (procurement, Transport and Warehouse)

1. Ensure correct procedures are followed for receipt, storage and dispatch of goods;
2. Ensure that all program staff have appropriate Logistics request forms and are aware of relevant logistics systems;
3. Manage all Supporting staff (Drivers, Cleaners, and Guards)—conduct regular meetings to ensure good coordination and that staff have the tools necessary to carry out their work.
4. Complete monthly Logistics report/recommendations and submit to Field Manager
5. Manage the drivers to ensure their duties are fulfilled including log sheets
6. Ensure each vehicle is in good working condition and has a first aid kit, fire extinguisher, jack and spare tire at all times;
7. Maintain accurate stock control of tools, spare parts and equipment according to RI guidelines;
8. Ensure that the generator is in good working condition and regularly serviced.
9. Complete a monthly report on fuel consumed, hours run and any maintenance carried out;
10. Coordinate all transport movements by liaising with other departments.
11. Maintain a vehicle movement board. Plan all vehicle movements considering security a prime concern;

FINANCE FUNCTION AND RESPONSIBILITIES

- Receive bills/invoices from suppliers and contractors, check the documents for completeness and process and send for approval.
- Prepare and properly maintain cash book and update it on daily basis.
- Scanning of all files and transactions and send to Garowe Office.
- Manage petty cash and make sure that minimum cash balance is kept in the office at all times
- Maintain proper filing system for all important documents (e.g. leases, contractual agreements, etc),
- Ensures all back up documentation is properly organized, scanned and filed for complete transparency and audit purposes.
- Communication with suppliers regarding payables and liabilities

ADMIN AND HR FUNCTION

- Provide the overall management of admin functions in Bosaso Office.
- Directly line manage, supervise the admin team (cleaners / guards) including the performance management and appraisals.
- Ensure adequate planning, facilitation and the payment for the admin services.
- Manage on daily basis on the office attendance register and update the staff and the management on compliance with working hours.
- Provide HR support to Bosaso office with confidentiality in consultation and close work with the Senior HR Officer including temporary filling and share the original documents on monthly bases to the head quarter officer.
- Scan HR necessary documents (time sheets, Contracts etc) and share the HR Department for filling on daily and monthly bases.

MINIMUM REQUIREMENTS:

- Graduate degree/diploma in Commerce/or its equivalent in relevant field.
- Minimum Two year experience in similar role (INGO field or country head office preferred).
- Knowledge of donor procurement procedure will be an added advantage.
- Excellent IT skills in particular word, excel and email is must.
- Good communication and interpersonal skills
- Ability to work in multi-cultural environment.
- Ability to work under high pressure and prioritized tasks.
- High standard of written and spoken English.

HOW TO APPLY:

Applications should include a CV and a cover letter and should be submitted only by email to hrsomalialia@ri.org .

Please indicate the title and location in the subject line when applying, e.g. “**Admin and logistics Assistant - Bosaso** ”.

RI is an equal opportunity employer and female candidates are highly encouraged to apply.

Deadline: **24th September, 2017, 11:00 AM.**

Only shortlisted applicants will be contacted.