



## ADVERTISEMENT

**Position:** Admin and Logistics Assistant  
**Location:** Galkacyo, 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;

#### **Guards/Security**

1. Undertake daily supervision of guards at the premises , and ensure that there is always a guard on duty
2. Ensure clear security dress code are adhered to, no sandals allowed as a security
3. Nominate Head Guard;
4. Provide Field Manager with a regular update on the security situation when required;
5. Keep abreast of the security situation in Galkacyo;
6. Regularly update the Manager on security situations (mandatory);
7. Represent RI at NGO security meetings and NSP; and
8. Make sure to send a security Briefing in advance to all RI international staff of security situation prior to their arrival to Galkacyo

### **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 Galkacyo 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 [hrosomalia@ri.org](mailto:hrosomalia@ri.org) .

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

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

Deadline: **24<sup>th</sup> September, 2017, 11:00 AM.**

Only shortlisted applicants will be contacted.