



JOB DESCRIPTION

Job Title: Regional Logistics Officer

Department: Operations

Reports To: Africa Operations Manager

Location: Kampala, Uganda

Organisational background:

Malaria Consortium is an international organisation working primarily in Africa and Asia on communicable disease control. Malaria Consortium works closely with Ministries of Health (MoH) and partners and is involved in all aspects of malaria control, from policy and strategy development to implementation, monitoring, evaluation and research. Malaria Consortium also works on tuberculosis control and other communicable diseases, including neglected tropical diseases. Malaria Consortium provides comprehensive technical services and ensures its Programmes have high level technical oversight. Its approach is to support national systems wherever possible and to improve programmes through rigorous monitoring, evaluation and operational research. The Malaria Consortium's head office is in London, UK and the Africa Regional Office is in Kampala, Uganda. There are several country offices in Africa and a regional office in Thailand.

Job Purpose:

The Regional Logistics Officer is part of the Malaria Consortium Operations department at regional level and provides support to the Africa regional office and country logistics staff in a wide range of logistics processes including;

- Procurement policy implementation, training and follow up
- Asset management policy implementation, training and follow up
- Warehousing and storage policy implementation, training and follow up
- Fleet Management policy implementation, training and follow up
- Follow up of international procurement through the appointed procurement agent

Key accountabilities:

Procurement and Logistics

- Support the delivery of a high quality, timely, transparent and accountable procurement through a standard procurement tracking system.
- Carry out procurement for the Africa regional office and for projects supported at regional level
- Be the focal person between Malaria Consortium and the appointed procurement agent by ensuring the right goods are purchased, through the right channel, delivered at the right place and at the right time.
- Support the review of, and ensure compliance with, Malaria Consortium operations and logistics systems including manuals and purchase order processes and filing
- Assist country offices to establish authorised and contracted vendors and maintain a reliable database of price list for different categories of works, supplies and suppliers
- Support country offices to maximise compliance with procurement and logistical donor compliance

Fleet Management

- Support country logistics staff to ensure that vehicle transportation needs are met in a safe manner with well-maintained and insured vehicles driven by trained and disciplined drivers
- Ensure that vehicle maintenance schedules are monitored and maintained through monthly tracking from each country programme.
- Ensure that mileage and fuel use is actively monitored and correctly reported to finance for donor reporting and management information through monthly tracking from country programmes.

Warehouse Management

- Provide advice and training to support teams to ensure that all stocks are well received, stored and dispatched with good record keeping in line with Malaria Consortium's warehouse policy
- Ensure regular stock counts are carried out in all countries through monthly stock reports from country programmes.
- Travel to country programmes to assist with stock reconciliation and quality control when there is a need.

Asset Management

- Support the implementation of the asset manual in country offices and provide training to staff as required
- Ensure asset checks and reports are consistently and accurately submitted by country offices through a quarterly tracking report form country programmes.
- During country visits perform a check of the assets register and the asset registering process to ensure that assets are recorded, the asset register is up to date, and that assets are well maintained and stored.

Office support

- In Kampala, support the logistical and office running activities of the regional office in coordination with the country office operations team.
- Support the regional admin officer in conference, meeting and or other official events preparation when requested.
- Assist the Africa Operations Manager in compiling and producing qualitative logistics reports including Procurement Tracking, Stock, Vehicle fuel consumption and usage tracking on a monthly basis.

PERSON SPECIFICATION

Qualifications and experience:

Essential

- A degree or high level of education in a relevant field: Supply Chain, Logistics, Procurement, Administration
- Several years of logistics experience with an International NGO or similar organisation
- Experience in international procurement and good knowledge of key commodities and suppliers
- Good working understanding of various donors requirements
- Proficient in the use of MS Office in particular Word, Excel, PowerPoint and Outlook

Desirable

- Experience in providing regional logistics support
- Financial and budgetary skills
- Experience of working in relatively insecure locations

- Flexible approach and positive attitude