

JOB DESCRIPTION

Job title:	Logistics Assistant	Location:	Hawassa
Department:	Operations	Length of contract:	Fixed Term
Role type:	National	Grade:	5
Travel involved:	Frequent travel to project sites	Child safeguarding level:	3
Reporting to:	Country Technical Coordinator Subcounty programmes coordinator	Direct reports:	None

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

Malaria Consortium has been implementing projects in Ethiopia since 2004 from our offices in Addis Ababa and Hawassa. We support the Ethiopian government in its efforts focusing on key areas improving malaria diagnosis and treatment, strengthening malaria surveillance for decision-making, enhancing social and behavioural change communications, strengthening vector control activities via existing infrastructures, operational research, Neglected Tropical Diseases (NTDs) and poor child health indicators (e.g., pneumonia and febrile illness).

Job purpose

The logistics assistant under the leadership of Country Technical Coordinator in Malaria Consortium Sub country office in Hawassa will be responsible for provision procurement, logistics, driving, vehicle maintenance and supporting field activities like keeping attendance sheet for training/workshop participants and maintaining register books and facilitation of per diem payments,

Scope of work

The Logistics Assistant reports to the Country Technical Coordinator in Malaria Consortium Hawassa office and will support the following:

- Driving project staff, visitors and partners to sites
- Supporting with purchasing of goods and services
- Minor administrative duties, such as filing and answering work-related phone calls
- Providing support in the field in keeping attendance sheets, register books and per diem payment during training/workshops
- Any other duties as instructed by the Country Technical Coordinator

To fulfil this role to appropriate standards the Logistics Assistant will need to understand and implement all MC policy and procedures.

Key working relationships

The Logistic Assistant works closely with Finance Assistance, Country Technical Coordinator, Logistic assistance, Country Finance Manager, National staff, government staff, and international staff, Donors and Sponsors who come to visit in MC Ethiopia, to provide transportation to them. The Logistic Assistant driver also works closely with local suppliers and the vehicle maintainer to make sure all the equipment is secure and safe for all passengers.

Key accountabilities (percent of time spent on each area)

Logistics (60%)

- Follow up the renewal of insurance for vehicles and properties
- Ensure the safety of MC vehicles including follow up of service time
- Liaise with the finance assistant to provide general logistic requirements for the office and any program related activity requirements; in delivering of mails, parcels, and air tickets; invoiced goods as well as delivering cheque payments
- Liaise with the finance assistant to coordinate logistics for Malaria Consortium Ethiopia projects' meetings, trainings, workshops, field studies' including inviting participants, booking venues, arranging accommodation and making payments
- Assist to update the fixed asset register
- Assist to ensure that Malaria Consortium Ethiopia office assets and supplies are used and maintained in accordance with MC asset management manual
- Assist in making arrangements for meetings, visits, workshops, related to projects
- Assist in the preparation of Purchase Request, Purchase Order and Invoice Authorization Forms when needed;
- Coordinates the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions
- Keep attendance sheet of all participants during training/workshops
- Keep registration book of all participants during training/workshops

- Facilitate per diem payment for all training/workshops participants including refreshment, hall rent and other related payments.

Driver (25%)

- Operates assigned vehicle in a safe and courteous manner
- Ensures that the vehicle is clean and tidy at all times
- Submits the logbook monthly and returns it to the responsible officers
- Secures vehicle equipment and ensures that the vehicle is securely placed with locking devices at all times
- Maintains defensive driving
- Presents safety briefing to passengers prior to departure for each trip
- Maintain accurate, up-to-date records of trip sheets, vehicle condition reports, vehicle maintenance, and other records
- Responds to accidents and medical emergencies by immediately notifying emergency response providers and reporting immediately to the Country Technical Coordinator
- Perform such other duties as may be required by the Country Technical Coordinator

Procurement (15%)

- Ensure that procurement guidelines/requirements and all procedures related to the procurement are adhered to at all times
- Ensure that all procurements are carried out promptly and with the objective of obtaining the best value for money
- Assist in managing all the orders from Sub country office.

Person specification

Qualifications and experience:

Essential:

- Knowledge of basic mechanics and maintenance, protocol and security issues.
- Valid driving license and demonstrable driving experience
- Diploma in a related field
- 2-3 years of experience in any INGO in related activities.
- Basic computer skill.
- Self-organized.
- Ability to write and speak English
- High sense of responsibility and integrity
- Ethiopian National
- Flexible, ability to work both as an individual and as a team member and under stress in harsh environments.
- Pro-active in getting solutions to the backlog of purchases.

Work-based skills:

Essential:

- Strong ability to manage and prioritise multiple tasks
- Attention to detail
- Good interpersonal and communication skills

Core competencies:
Delivering results
LEVEL B – Takes on pieces of work when required and demonstrates excellent project management skills <ul style="list-style-type: none"> Shows a flexible approach to taking on additional work/ responsibilities when needed to achieve results Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements) Makes clear and timely decisions within remit of own role
Analysis and use of information
LEVEL B - Uses evidence to support work <ul style="list-style-type: none"> Identifies and uses various sources of evidence and feedback to support outputs Uses evidence to evaluate policies, projects and programmes Identifies links between events and information identifying trends, issues and risks Ensures systems are in place to address organisation needs methods for gathering and summarizing data
Interpersonal and communications
LEVEL B - Fosters two-way communication <ul style="list-style-type: none"> Recalls others' main points and takes them into account in own communication Checks own understanding of others' communication by asking questions Maintains constructive, open and consistent communication with others Resolves minor misunderstandings and conflicts effectively
Collaboration and partnering
LEVEL B - Collaborates effectively across teams <ul style="list-style-type: none"> Proactive in providing and seeking support from expert colleagues Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution Proactive in building a rapport with a diverse range of people
Leading and motivating people
LEVEL B - Manages own development and seeks opportunities <ul style="list-style-type: none"> Actively manages own development and performance positively Learns lessons from successes and failures Seeks and explores opportunities within Malaria Consortium which develop skills and expertise
Flexibility/ adaptability
LEVEL B - Remains professional under external pressure <ul style="list-style-type: none"> Able to adapt to changing situations effortlessly Remains constructive and positive under stress and able to tolerate difficult situations and environments Plans, prioritizes and performs tasks well under pressure Learns from own successes/ mistakes
Living the values
LEVEL A - Demonstrates Malaria Consortium values <ul style="list-style-type: none"> Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders Maintains ethical and professional behaviour in line with Malaria Consortium's values Treats all people with respect
Strategic planning and thinking and sector awareness
LEVEL A - Manages own workload effectively <ul style="list-style-type: none"> Plans and manages own workload effectively Is familiar with Malaria Consortium's mission and current strategic plan. Understands own contribution to Malaria Consortium's objectives