



**Vétérinaires  
Sans Frontières  
Germany**

### **Job Advertisement for Logistics Intern**

VSF Germany is an international Non-Governmental Organization, providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. In the region, VSF Germany implements activities in the Republic of South Sudan, Sudan, Kenya, Somalia, Uganda and Ethiopia. With support in animal health, agriculture, marketing, food safety, drought responses and mitigation, but also developing the capacity of communities and governmental institutions or initiating diversified income sources towards food security and strengthened livelihoods of pastoralist communities.

VSF Germany seeks to recruit a short-term Logistics intern to be based at the Regional office in Nairobi

#### **Position Summary**

This exciting short-term role is for recent graduates who would like to start their career in the fields of humanitarian Logistics, supply chain and Assets/Facilities Management. The Position will join the Regional Logistics Function in supporting the delivery of programs in different locations and countries through efficient and argyle Logistics Management. The duration of the role is 6 months

#### **Areas of Responsibility**

- Reviewing of procurement documents including contracts
- Maintaining contract Registers for different locations
- Receiving and consolidating Logistics and procurement reports from different Country Logisticians
- Verifying Assets and updating asset registers
- Organizing Logistics Meetings, preparing and sharing minutes
- Producing and consolidating fleet reports
- Booking flights for staff and cargo and producing monthly reports on the same
- Maintaining transit storage
- Archiving

#### **Key Skills and Competencies**

- Aptitude for organizing files and reviewing them for completeness and compliance with relevant regulations
- Ability to maintain accurate and precise records
- Good command of the English language and ability to produce official documents in the same
- The drive to follow up tasks to their conclusion

#### **Requirements**

- A minimum of Bachelors Degree in Business, Logistics/Supply Chain, Law or equivalent.

- The qualifications mentioned above must have been obtained within the last 2 years
- Experience is not necessary, but would be an added advantage
- Excellent communication skills, with a high level of proficiency in English
- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting
- Good computer skills

**How to Apply:**

Interested and only qualified candidates should submit their application on this link <https://forms.gle/b4rdued6pCcjVUGX6> on or before **10<sup>th</sup> June 2022** The application documents to be uploaded at application are as below:

1. Signed cover letter for application (**max 1 page**)
2. Updated CV of not more than 3 pages and with at least 3 professional referees.

**Do not submit copies of transcripts, academic degrees, or recommendation letter at this stage as you will provide them up on request only. NB: Canvassing for the position through unfair means shall lead to automatic disqualification. Only short listed candidates-will be contacted for interviews.**