

## JOB OPPORTUNITY

Vétérinaires Sans Frontières - Germany (VSF Germany) is a non-governmental, non-profit making international Organization, engaged in the field of veterinary relief and development work providing humanitarian aid and development assistance to pastoralists and vulnerable communities in areas where livestock is of importance. With support in animal health, agriculture, marketing, and food safety, VSF Germany works towards food security, resilience building, strengthened livelihoods as well as respond to different Emergences. VSF Germany is registered and licensed in Ethiopia by Authority for Civil Society Organization since March 2010 and latest re-registration as per 2019 Civil Society Organization proclamation no 1113/2019 on May 23, 2019 with License no 1662. VSF Germany implements activities in Ethiopia, Sudan, South Sudan, Kenya, Somalia and Uganda.

VSF Germany anticipates emergency response project from USAID-BHA for drought affected communities in Afar, Borana (Oromia), South Omo zone of SNNPR and Somali region and seeks to recruit qualified and well experienced staff for project entitled; "Integrated Response to Complex Emergency (IRCE) in Afar, Somali, Borana (Oromia) and South Omo (SNNPR)." The intervention in Somali region is implemented through our Partner VSF Suisse. The positions to be filled are listed below and details of each position requirements are accessible from VSF Germany website [www.vsf.org](http://www.vsf.org). Note also that all these positions to be filled will be pending until final approval of the proposal and grant agreement is signed with the donor USAID-BHA. In all listed position women are highly encouraged to apply and priority will be given to competent women applicants.

**Job Title:** Logistic/Procurement officer

**Line Manager:** Country Logistics Manager

**Place of work:** Addis Ababa with frequent travel to field sites

**Donor:** USAID-BHA

**Monthly salary:** As per VSF G scale

**No. of positions:** One

**Contract period:** One (1) year with possible extension with availability of funding

### Job Summary:

#### Key areas of responsibility

##### I) Procurements:

- Support on development and review of procurement plan for all projects.
- Provide support to local procurements and ensure all procurements are done within organization's and Donors guidelines/ procedures.
- Collect purchase/service requisitions and process procurement as per organization's policy.
- Work closely with purchase committee to fast track all procurements with the highest quality and ethical standard.

- Update regularly procurement status report and communicate program department and filed project offices on progress.
- Work under the supervision of Country Office logistic manager to ensure project supplies are procured and delivered to project locations/sites on time.
- Ensure adequate controls on inflow and outflow of projects supplies from store to other projects sites.

## **II) Fleet**

- Management of all transport including staff travel bookings, Visa processing and sharing travel documents to respective staff/consultants/other guests in time
- Review and implement process of contracting transport and accommodation services for staff and other VSF-G clients at state level; i.e. ensure availability of and safe means of transport to and from airport, sufficient accommodation services to staff/VSFG clients on transit.
- Support country office to ensure all field equipment and automotive have active insurance covers,
- Ensure vehicles and related equipment's are well maintained and serviceable; i.e. car repairs, equipment, first aid kits replenishment, communications etc.
- Review and supervise vehicle movement and maintenance by ensuring all travels permitted, sufficient control on fuel, car service among others.
- Collect monthly vehicles log sheet of VSF Germany and rented vehicles and evaluate each vehicle's fuel consumption, availability and utilization.
- Ensures that Program vehicles are checked annually in accordance with Ethiopian Ministry of Road and Transport office regulations and all Drivers have valid driving licences and conducted eye test as required,

## **III) Assets and inventories:**

- Oversee the maintenance of a live, up-to-date Fixed Asset Register ensuring all assets are labeled and current locations of all assets are known and reported,
- Ensure appropriate disposal of assets is followed in accordance with VSFG and donor guidelines,

## **IV) Reporting:**

- Ensure procurement, stock inventory, asset registers and fleet reports are correct, produced on time and shared to operations manager on monthly basis for planning and control.
- Support end of project documentation to ensure all assets are recorded and or disposed of as per VSFG and donor guidelines.
- Attend to any other duties as assigned by logistics manager.

**Qualifications, Experience, Attributes & Skills required: -**

- Minimum Bachelor degree in transport, logistics, supply chain management, business or related studies.
- Minimum of 6-8 years' experience in logistics management in INGO with significant procurement and logistics functions out of which three years with INGO is preferred.
- Good spoken and written English is essential.
- Good interpersonal and motivational skills
- Strong computer skills in Microsoft packages, including Word, Excel, online application of MSD-365 software and Outlook
- Flexible/motivated
- Ability to work under pressure with limited supervision
- Team player and problem solver
- Experience in managing staff and ability to operate in an insecure and dynamic environment
- Women applicants are highly encouraged for this position as priority will be given for women applicants

**How to apply**

Interested and qualified candidates meeting the minimum requirements should send application comprising of the following documents to [Ethiopia@vsfg.org](mailto:Ethiopia@vsfg.org) within 10 working days post advert, on or before **July 15 ,2022** indicating the **title of the position** on the subject line.

1. Updated CV not more than 3 pages
2. Cover letter for application only One (1) page
3. One-page summary table of educational background, work experience, skill, competence and current or last salary.

**DON'T SUBMIT** copies of transcripts, academic degrees, or recommendation letter as you will provide them up on request only. Make sure also you clearly state the job position and location in your email or on the cover of envelop and or application letter.

**Due to the urgency of some position we shall conduct assessments on an ongoing basis as applications are received.**

**Disclaimer:**

VSF Germany does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.