

Job Description – Logistics Officer	
TEAM/PROGRAM: Operations	LOCATION: SUVA
GRADE: Officer	
<p>INTRODUCTION:</p> <p>Save the Children International (SCI) is the world’s largest independent child rights organisation, making a difference to children’s lives in more than 120 countries. From emergency relief to long-term development, Save the Children promotes a child’s right to development, survival, participation and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs ~30 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.</p>	
<p>ROLE PURPOSE:</p> <p>The primary focus will be to support logistics functions across the organisation and setting up and abiding with SC Fiji best practice and procedures for [procurement, receipt, dispatch and storage of all materials and supplies, asset management and fleet and incident reporting</p> <p>Together with capacity building to ensure sound logistics practices and rigorous controls are in place across multiple programs. Logistics activities are coordinated as per SC Fiji logistics and Procurement manuals and policies and the donor compliance is applied to full in all programmes and reports are submitted on a timely manner.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Logistics Coordinator</p> <p>Staff directly reporting to this post: Logistics Assistance / Volunteer Drivers</p>	
KEY AREAS OF ACCOUNTABILITY	
<p>I. Stock Management/warehousing</p> <ul style="list-style-type: none"> • Monitor the suitability of the warehousing spaces to ensure no damage to stocks. Exercise continuous risk assessment and vulnerability of stocks management and come up with the sufficient preventative measures and systems for fraud and damage prevention. Ensure that stocks utilization and replenishment systems are adequate to both logistics procurement and delivery capacity and programme implementation • Liaise with programmes on schedules of distribution and other site requirements for labour assistance • Digitize and maintain all field stock records into SC Fiji standard format • Ensure that all stock records are maintained to a good standard in all locations • Work with the Logistics team on the packing and shipping of supplies to all field sites as required • Ensure that all cargo is packed and labelled in accordance with SC Fiji policy for transit stock • Ensure that good practice on quality control of all received and supplied goods in transit and finally stores is in place. • Work closely with Logistics Coordinator on good practice, cost efficient and time effective procedures on moving stocks from procurement centres through transit stores and all the way to the final destination Assist in prioritizing stocks for movement; ensure warehousing capacities at source and transit locations is suitable and adequate for supplies (drugs cold chain, no cement outdoor, etc.) 	

2. Fleet Management

- Assist with establishing effective mechanism of fleet management
- To co-ordinate with the programme co-ordinators to ensure that the transport requirements of programmes are being met.
- Ensure that vehicle fleet is sufficient for the daily operations in support of programme objectives
- Ensure that vehicles and associated equipment is provided as per standard and security requirements.
- To liaise with and make recommendations to the Logistics Coordinator with regard to the repair and maintenance of vehicles and to develop a vehicle replacement plan.
- To monitor and evaluate fuel consumption and vehicle maintenance and repairs to the Logistics Coordinator for improvements.
- To ensure that all safety and security procedures and measures according to logs manual are exercised and those which are specifically required for/ within target locations.
- Ensure that the vehicles are kept up to date, serviced on a timely manner, clean at all times, mechanically operational and road worthy as required by Land Transport Authority.

3. Purchasing

- To ensure that procurement practices in country are compliant with SC Fiji and donor regulations.
- Manage procurement processes, so that they meet timely requirements for programme and that status updates are communicated to programme and country office.
- Ensure that best value for money is obtained.
- Ensure that procurement plans and activities are monitored and report to Logistics Coordinator if any delays or problems have occurred.
- To follow all practices in relating to fraud policy and make sure that all is adhered to in an appropriate manner.
- Ensure correct and complete submission of procurement documents to Finance on a timely manner.

4. Asset Management

- Assist in the process of establishing a full and comprehensive asset register records keeping, by relating all information to the Logistics Coordinator.
- Ensure that all staff adhere to the asset management controls in place for the purchasing, reception and movement of assets.
- Work closely with Logistics Coordinator to ensure that all SC Fiji procedures and policies with regards to assets are properly taken and enforced.
- Standardization of naming of assets on the asset register when required.
- Ensure weekly and monthly spot check of assets are conducted and supporting documentation is kept up to date and reported accordingly with the monthly reports.
- Ensure that assets are properly maintained, serviced and repaired in the field sites
- Ensure compliant process and paperwork are followed for disposal of assets when needed.
- The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

5. Miscellaneous Duties

The Logistics Officer will assist with various duties including, but not limited to:

- Support the general logistics team
- Assist in distributions
- Other duties as assigned by Logistics Coordinator.
- The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience
- Work with other teams on transport arrangements including work errands for Finance which may require driving.

<p>Accountability: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set own goals and objectives.
<p>Ambition: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
<p>Creativity: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.
<p>Integrity: We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SCF policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Degree in Business Administration or related field. Experience in Logistics management in similar settings may be considered in lieu of professional qualifications.
- Experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, fleet management, asset management, communications, and security
- Ability to analyse complex information, and make clear, informed decisions
- Experience of advising and supporting others at all levels with logistics aspects of a programme, including strategic thinking and planning
- Ability to build relationships quickly with a wide range of people, both internally and externally
- Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities and to delegate.
- Strong communication (written and spoken), and interpersonal skills in English, with experience in managing multicultural teams.
- A valid class 2 driver's license (Manual)

Additional:

- Any offer of employment at SC Fiji will be subject to a satisfactory National Police Record Check and Working with Children Check

- The post holder will be expected to carry out their duties in accordance with the SC Fiji Equal Opportunities and Diversity policies and procedure and Health and Safety policies and procedures
- Employees must sign onto SC Fiji's Child Safeguarding Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against Key Performance Indicators, values and demonstrated behaviours outlined above.

Date of issue:

Author: Shairana Ali

Signed: Shairana Ali, Chief Executive Officer