



Vacancy Announcement

Organizational Overview	<p>Somali Relief and Development Action (SRDA) is a vibrant growing national organization that is committed to helping disasters and conflict affected communities to prepare, recover and adopt crisis situation. Our programs are design to respond to the need to the communities when they need most. Led by experience and committed staff, our programs cover wide range of sectors that include Emergency Response, WASH, Food Security and Livelihoods, Protection and Governance. With Programs in Somaliland, Punt land and South Central Somalia, our approach to is to design durable, sustainable and long lasting solution to problems affecting the communities we works with.</p> <p>With funding from the United Nations Children Agency (UNICEF), SRDA is responding to the current drought in Somalia by implementing a 2 year’s Integrated Management of Acute Malnutrition (IMAM) in Luuq district of Gedo region. The project is providing basic health and nutrition support to children under 5 and pregnant and lactating women from Luuq district through fixed and mobile OTP units who will be administrating severe and moderate malnutrition</p>
Position Summary	<p>The Logistics Officer will ensure that SRDA’s logistical, procurement, transport, fleet and security processes are coordinated effectively and efficiently. She/ he focal areas of implementation will be asset management and support in closing down offices and projects. She/he must provide technical and operational support to the field office as well as advice on application of logistics management best practice, systems and procedures. The incumbent must have to take initiative in management and improvement for the logistics functions. He/she must have Wide-ranging supply functional background an asset, from procurement to storage, transport management and distribution to beneficiaries.</p>
Position (1)	Logistics Officer
Duty Station	Luuq district, Gedo region Somalia
Report to	Logistics Manager
Main Responsibilities	<ul style="list-style-type: none"> ○ Responsible for all logistic supplies purchased locally or via the capital. ○ Responsible for identifying quality contractors, negotiate quotation, update prices with suppliers, follow-up of works regularly and pre-acceptance of works. ○ Responsible for logistic stock management including orders, upkeep of stock, stock receiving and security. ○ Responsible for drawing up logistic orders, follow up orders in progress and outstanding balances, checking smooth reception of orders and checking the application and control of procedures. ○ Responsible for managing the reception of locally- purchased goods and dispatching them to the various departments. ○ Responsible for managing the program vehicle fleet (maintenance, fuel consumption) and motorized engines (generators pumps) and ensure that all vehicles are in good working condition. ○ Responsible for planning vehicle movements and drivers follow up. ○ Responsible for security and general maintenance of SRDA’s compounds, premises and infrastructures

Headquarters:

Hilaac village Ex Amref Camp Luuq district Gedo Region Somalia
 Tell: +252 (615) 120 787 | +252 (615) 005 443

Email: info@srdaorganization.org.

Website: www.srdaorganization.org

Dolow Main Office:

Behind Dolow Police Station Dolow district Gedo Region Somalia
 +252 (617)279 089

Email: info@srdaorganization.org.

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	<ul style="list-style-type: none"> ○ Responsible for communication equipment and procedure. ○ Perform human resources management function of supervision ○ Support log manager in daily activities and planning ○ Training providing oversight of duties performed by team member ○ They have to supervise staff as required. ○ Any other duty assign by superiors
Qualifications, Experience and Requirements:	<ul style="list-style-type: none"> ○ Bachelor’s degree in Procurement and Logistics Management is preferred ○ Two or more years of working experience ○ Excellent in English (spoken and written word). Knowledge of Somali language is must ○ Skills in ICT and technical knowledge and (basic) technical knowledge on vehicles is an added advantage ○ Excellent communication skills, service oriented and a pro-active attitude ○ Logical thinking skills and a practical, hands-on mentality ○ Result focused and persistent to reach goals ○ Efficient and conscious of time ○ Good planning and organization skills ○ Possess the ability to work with a high degree of professionalism ○ Accurate, consistent and transparent ○ Be a good team player ○ Demonstrated knowledge of UNICEF programming and experience managing nutrition and health programs compliant with donor such as USAID, DFID, ECHO, EC regulations will be an asset; ○ Proven program leadership, management, project planning, organizational, interpersonal, communication, and security management skills.
How to Apply:	<p>Applicants should submit their Application Letter, updated CV with complete contact details of applicant & 3 professional referees in a sealed envelope indicating “ Logistics Officer ” to: HR Manager, at SRDA Office in Dolow, and Luuq districts, Or email to: recruitment@srdaorganization.org</p> <p>DEADLINE for ALL APPLICATIONS: 14 January 2017 before 6:00 PM local time.</p> <p>Only short-listed candidates will be invited for interview. Female candidate are highly encouraged to apply</p> <p>SRDA is an equal opportunity employer</p>

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