

Vacancy Code:	LOGA/MOGA/2017_09
Post Title:	Logistics Assistant
Organization:	CESVI
Duty Station:	MOGADISHU
Duration:	3 months
No. of Post:	1
Announcing Date:	11/09/2017
Closing Date:	17/09/2017
Submission Email:	recruitment.nairobi@cesvioverseas.org
Job Summary:	<p>Objective 1 : Manage Base Logistics</p> <ul style="list-style-type: none"> • Help the Logistician with the management of the movement of staff; flights or road means • Carry on the necessary quality check of the goods purchased locally and ensure that they comply with the orders and procedures • Issues the required acceptance documents • Monitor allocation and use of equipment; • Oversee continual improvement in logistics operations • Provide logistics support to all Projects in Mogadishu • Assist in the maintenance of monthly motor vehicle log books and issue reports • Manage all ongoing vehicle and office contracts and keep them updated • Maintain office IT equipment monthly data back-up <p>Objective 2 : Assets Management</p> <ul style="list-style-type: none"> • Update the equipment list of the base and report as required • Ensure smooth running of the equipments at the base • Manage the drug stores at the base, set up shelving and labelling • Maintain stock card and stock record keeping systems • Train storekeepers and pharmacists on record keeping systems • Maintain FIFO delivery system
Qualifications/ preferred competencies	<ul style="list-style-type: none"> • Diploma in logistics • Professional experience • Experience in capacity building, training and skills building • Willingness to work within existing security protocols and procedures • Very enthusiastic and able to work long hours to achieve the objectives of the programme • Diplomatic and an effective communicator at all levels • Ability to work in an international or multicultural environment • Good IT skills (Windows, Office package and internet) • Fluency in English (verbal and written) • Prior experience in NGOs/INGOs

Persons **qualified for this position** are invited to submit their **CV** (including 3 referees) and **COVER LETTER ONLY** to CESVI to the e-mail address recruitment.nairobi@cesvioverseas.org Please quote the **Position** (i.e. **Application for Logistics Assistant LOGA/MOGA/2017_09**) in the subject line of your e-mail application. Please **do not send more than one application and do not attach certificates at this stage**. Inquiries on phone or e-mail will not be entertained.

Submission Guidelines:

Female candidates are encouraged to apply. Preference will be given to local candidates.

Closing date for applications is **17th September 2017 at 17:00**. However Cesvi reserves the right to close the vacancy before the above mentioned date in case a large number of applications is received. Only short-listed candidates will be contacted

CESVI is an equal opportunities employer.