

# Logistics Manager

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Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Nov 29, 2024

Published : Nov 19, 2024

Employment Status : Full Time

Experience : Any

Salary : As Per PIN's Salary Scale

Gender : Male

Career Level : Any

Qualification :

## Job Description

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### About People In Need:

PIN has been active in Afghanistan since late 2001. Throughout 24 years PIN expanded its programming into a number of sectors such as education, rural development, agriculture, and environment. This, however, changed in August 2021 when PIN refocused its activities on emergency aid provision in the fields of food security, livelihoods, and education.

### Job Description:

Under the direct supervision of the Head of Systems and Operations, the Logistics & Procurement Manager (LPM) will be responsible for providing technical support, guidance, and supervision to the logistics, procurement, and IT department. The LPM will ensure that procedures and processes are in place, unified, and in line with PIN and donor guidelines. LPM also directly leads the process of career development and staff capacity building in the logistics, procurement, and IT departments.

#### MAIN RESPONSIBILITIES:

- Supervise and manage all areas of logistics operations in the country program, namely, fleet, procurement, IT, base management, stock management, asset management.
- Coordinate and support program objectives through timely procurement of goods and services and proper planning of purchases.
- Coordinate and support deliveries and distributions from the warehouse.
- Overseas effective transport planning and utilization of project vehicles.
- Review with project staff to set or adjust operational solutions according to their needs.
- Participate in the recruitment of the logistics team.
- Train and supervise the logistical team in adherence to PIN logistics handbook and process manual.
- Oversee training of drivers.
- Responsible for setting up a safe working environment for all PIN staff in cooperation with the security coordinator.
- Ensure safe, efficient, and cost-effective transport of staff and materials in line with PIN's logistics handbook and process manual, establish accountable and functional supply chain logistics and warehousing system, following PIN stock management guidelines.
- Ensure rational vehicle utilization, maintenance, fuel consumption monitoring, and control systems.
- Manage purchases of compound items and services.
- Oversee smooth supply delivery to implementation areas/distributions.
- Coordinate, support, and supervise field offices' operational management.
- Care for the technical aspects of the country program, including offices and IT, and initiate innovative solutions leading to improved operation.
- Oversee functioning office and guesthouse management with all related services.
- Ensure and set up proper asset management under PIN asset guidelines.
- In cooperation with the finance manager and with a focus on efficiency, create and oversee logistics budgets for offices, warehouse, compound/guesthouse, fleet, and transport management.

#### Job Requirements:

- Bachelor Degree
- Having more than 4 years relevant experience
- Previous experience with logistics or procurement in a humanitarian and/or development organization, preferably direct experience from the country program.
- Proven experience with team management and supervision.
- Ability to work in difficult conditions and under pressure, willingness to abide by security protocols.
- Strong coordination, organizational, critical analysis and problem-solving skills.
- Excellent communication skills, including fluent spoken and written English, Pushto and Dari.
- IT literacy and advanced knowledge of MS Excel.

#### Submission Guideline:

Please submit CVs and Cover Letter outlining why you are interested in the position and how your skills and experience match the skills, qualifications, and competencies required for this position.

Applicants who meet the qualifications and requirements for the mentioned position will be selected on a rolling basis, with the last date for applications being **29.Novemebr. 2024**, midnight.

Please follow the below link and fill out the form completely:

<https://airtable.com/appwnojzEgp6oe3IS/shr1fYVa6UR9lrZxA>

#### Safeguarding Policy:

*People in Need is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity, and financial misconduct, and committed to promoting the welfare of children and adults with whom People in Need engages /is in contact with. People in Need expects all staff to perform job duties and responsibilities in accordance with the People in Need code of conduct and key policies (available at: <https://www.peopleinneed.net/key-policies-4142gp>). People in Need Staff will undertake the appropriate level of training.*

*All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.*

*We are committed to ensuring diversity and gender equality within our organization and encourage applicants from diverse backgrounds to apply.*

#### Submission Email:

<https://airtable.com/appwnojzEgp6oe3IS/shr1fYVa6UR9lrZxA>

**Education & Experience**

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More than 4 years of work experience

**Must Have**

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More than 4 years of work experience

**Educational Requirements**

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**Compensation & Other Benefits**

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