

# Logistics officer

tvt07998@gmail.com

Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Dec 12, 2024

Published : Dec 11, 2024

Employment Status : Full Time

Experience : Any

Salary : As per WCUK salary Scale

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### About War Child UK:

War Child, a charity for children affected by war. We work with children who, as a result of conflict, live with a combination of poverty, exclusion, and insecurity. These children might include street children, child-headed households, children conscripted into armed groups, and children who have been put in prison. Our mission is to protect, educate, and stand up for the rights of children caught up in war, in some of the worst conflict-affected places. We look forward to a world in which the lives of children are no longer torn apart by war. This is a vision that can only be realized through the collective actions of children themselves, communities and their leaders, organizations like War Child, governments, and key decision-makers.

### Job Description:

- Procure quality goods and services in strict compliance with War Child's procurement policies and procedures, including donor policies.
- Frequently visit Nangahar, Kandahar, and Nimruz offices to ensure team is on right track and prepare/submit visit reports of each site to ensure task delegation and activities implementation happen on time.
- Conduct market surveys of regularly purchased goods / supplies and maintain a preferred vendors database and price lists.
- Negotiate price, deadlines and methods of delivery with vendors,
- Ensure that relationships with suppliers are monitored and maintained professionally.
- Establish vendor files for long terms contracts/FWAs and keep records in all files.
- Maintain and keep accurate documentation of procurement in both soft and hard and update all online trackers.
- Prepare accurate monthly Logistics reports.
- Ensure that Goods/Services Received Notes (G/SRN), Purchase Requisition, Purchase Order are recorded, and bills for payment with finance have appropriate approvals.
- Assist the Project Support Assistants on regular procurement planning meetings.
- Support Supervisor with training of staff on Procurement policies, processes and standards.
- Support Logistics with inventories, and any other appropriate support required.
- Prepare accurate monthly procurement reports and share with Line Manager for feedback.
- Support the Project Support Assistants with preparation of standard Documentation and filling mechanism under FCDO in close coordination.
- Implement Procurement Planning as per applicable projects and assist project team with procurement planning meetings and implementation processes.
- Closely monitor and update the PR tracker, Payment Follow up Tracker, and Contracts Register trackers and share on time reports.
- Any other task assigned by Supervisor.
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK's Child Safeguarding and Adults at Risk Policies.

### LOGISTICS:

- Received goods/NFI from suppliers and keep in stock as per applicable requirements and dispatch to sites based on supplies distribution plan.
- Maintain inventories as per applicable storage conditions in stock.
- Responsible for handling and documenting the receipt, handling, storage, release and reports of all inventories through the War Child stock(s).
- Handle casual laborers in the warehouse/office for any activities.
- On a monthly basis, work with the Logistic team to reconcile the stock register and fuel consumption report and submit reports to Logistics Manager.
- Provide anti-corruption, transparency, and cost efficiency focuses on all processes (e.g. vehicle management and Generator management)
- Coordinate with project managers/coordinators on the inventories in stock and share on time stock leftover report to get distribution plans from program.
- Responsible for preparation and follow-up of the required document to support payments.
- Ensure proper logbook is maintained for each vehicle and generators of Herat office and field offices and cross check them for errors.
- Monitor the fleet fuel consumption and report any misuse and waste.
- Handle all the project related filling as per the requirement and applicable names/codes
- Any other task assigned by Supervisor.

### Compliance:

- To ensure WCUK and donors set forth policies and procedures when carrying out all Logistics related activities on daily basis.
- To ensure learn and understand, and implement WCUK Admin & Logistics policies, procedures and comply with policies in every step of the processes.
- To ensure every procurement document have full package with required documents and are tracked in PFU, scanned, and put in archive files.
- To ensure procurement documents are well reviewed, assuring no missing and errors.
- To ensure and process all Procurement as per WCUK and Donor's set forth policies and procedures and be vigilant for red flags and report and fraud and corruption in the process.
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK's Child Safeguarding and PSEAH Policies.

### Our Values

#### **Bold**

We use our passion and creativity to deliver high-quality evidence-based work designed to maximize our beneficial impact on children in conflict.

#### **Accountable to Children**

Children can rely on us to respond to their voices and to treat them with respect and dignity.

#### **Anti-racism:**

Anti-racism is not merely a belief. It includes actions that we mainstream throughout our work to change and challenge policies and behaviors that perpetuate racism.

#### **Transparent**

We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty.

#### **Supportive to each other**

We support each other and our partners to achieve ambitious goals and to the best we can be we are honest and open with each other, sharing our success and confronting our challenges.

### Job Requirements:

- University Degree in Economics.
- 4 Years' experience either in Procurement and or Logistics.
- Understanding of the full cycle of procurement from liaising with vendors to implement procurement process and finally compliance with policies and processes.
- Proficiency in English, Pashto and Persian languages is highly essential, [i.e., reading, writing and speaking]
- Computer literate and strong organization skills.
- Excellent sense of judgment, ability to work simultaneously on multiple tasks and ability to work effectively with a wide variety of people from various backgrounds.
- Objective, reliable individual with effective verbal and written communications skills.
- Accountable to their own work.
- Ability to be flexible and can work under pressure.

### Submission Guideline:

- Please go to this: <https://airtable.com/app5LuE017Bwhteng/shrXhjKfkOB1TYpQg>
- fill in your information, and attach your documents before the closing date - **(20-Dec-2024)**.
- Preference will be given to local candidates
- Applications after the closing date will not be accepted.
- Please note that there is no telephonic inquiry and only shortlisted applicants will be contacted for written test/interview.

### Pre-employment checks

- Employment with War Child will be subject to the following checks prior to your start date:
- A satisfactory police record check to include an International/National Criminal Record Check, and a clear vetting and Due Diligence check
- Receipt of three satisfactory reference

### Submission Email:

<https://airtable.com/app5LuE017Bwhteng/shrXhjKfkOB1TYpQg>

**Education & Experience**

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4 Years' experience either in Procurement and or Logistics.

**Must Have**

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University Degree in Economics.

**Educational Requirements**

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**Compensation & Other Benefits**

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