

MOJAZ Foundation

Job Title: Logistics Officer
Reporting To: Manager Admin and Project Coordinator
Job Status: Fixed Term Contract for 3 months
Job Location: Field Office Shaheed Benazirabad

JOB SUMMARY:

The purpose of Logistics Officer (LO) post is to assist in managing Logistics activities of the project granted by RAPID Fund (RF) and provide necessary technical support to grantees, advice and take part in decision making for effective logistics management of the MOJAZ Foundation/its sub grantee and to ensure that the MOJAZ and Concern Worldwide logistics policies and procedures are implemented in a standardised manner. On the same time, LO Will support grantee in proper implementation of procurement procedures as per MOJAZ and Concern's guidelines.

The following typical duties are performed:

MAIN DUTIES AND RESPONSIBILITIES:

A. Controlling Logistics Matters.

Logistics Officer will be responsible to control all the logistic matters/transaction of the organization. He will be responsible to ensure compliances of organizational policies and RAPID fund's minimum requirement of documents before processing any payment.

Performance Standard

- a) Logistics Officer with the coordination of project team will ensure required documentation as per donor and organizational guidelines.

B. Grantee Procurement and warehousing

Log Officer will provide support during tenders in terms of publications, documentations. He will assist in preparation of tender pack for grantee in close coordination with FLO RAPID Fund and ensure all procurements for grantees are carried out in accordance to SOP's and guidelines. Ensure that grantee maintain stock register of warehouse with complete details like date of arrival / issuance of stock, stock count, stock reconciliation etc.

Performance Standard

- a) LO will coordinate with FO for submission of filled tender pack within 3 working days of project start date or standard approval email.
- b) LO will coordinate with FO to publish final tender advertisement into the two newspapers (national +local).
- c) LO will assist in tender opening and will remain there with grantee until the supplier is finalized by grantee.
- d) LO will assist in submission of initial bid opening report.

- e) LO will be responsible for conducting the capacity assessment before awarding the contract.
- f) LO will prepare the draft agreement with supplier and will share for review and finalization
- g) LO will be responsible for submission of copies of tender documents to Concern.

C. Material Verification and Stock Record.

LO will be responsible for proper receipt, verify and record of the material. He will timely coordinate with supplier for supply of material, coordinate with field engineer for verification of material and share stock report as per requirement.

Performance Standard (Material verification and record).

- a) Sharing material delivery schedule with the concerned stakeholders.
- b) After receipt of material, conduct verification of the same and ensure proper placement, safety and security of the material.
- c) LO will prepare and keep proper record of GRNs and share the detail on prescribed format to Concern RAPID Fund.
- d) LO will be responsible for proper issuance of stock and timely reconciliation of inventory.

D. Support in Project Activities.

LO will be required to train, brief and provide guidance to grantee staff on logistics management issues. He will assist grantee staff in logistics function relating to Concern Programme in line with agreed and accepted Concern logistics practices and procedures.

Performance Standard

- a) To provide logistics support to visitors at the fields.
- b) To visit project activities during implementation, provide necessary assistance where needed, arrange technical assistance where required and monitor the activities:
- c) Proper maintenance of log books, stock registers etc.
- d) Any other function as assigned by management.

PERSON SPECIFICATION

Essential:

Masters or Graduate with at least 02 years of relevant experience.
 Good knowledge of MS, Excel & word packages.
 Sound experience in purchasing and warehousing.

Desirable:

Knowledge of development issues & concepts
 Experience of working in an insecure environment
 Sound experience of administration & transport

Special Skills, Aptitude or Personality Requirements:

Flexible and adaptable. Willing to travel to remote field areas with basic living conditions.
 Analytical and problem solving skills
 Ability to work under pressure often to strict deadlines
 Methodical and thorough.

