



Ваш надійний помічник

Logistics Officer

📍 Київ,

Компанія: ACTED

Рубрики: [Логістика, доставка,](#)
[склад](#)

Побажання до співробітника

Освіта: повна
вища

Досвід роботи: від року

Опис вакансії

The Logistics Officer is responsible for procurement process, stock, transport and accommodation management, assets and security in the country.

Main duties and responsibilities include:

1. Procurement Planning and Supply chain management

- 1.1. Responsible for project procurement planning;
- 1.2. Manage and coordinate the entire procurement and supply chain resources in the mission;
- 1.3. Reinforce current procedures and the quality of ACTED internal control, based on international best practices, donor requirements and results of internal and external audits;
- 1.4. Ensure information flow with other departments for effective service delivery thus securing the successful conclusion of the programmes;
- 1.5. Accountable for overall compliance with the procurement procedures.

2. Stock Management

- 2.1. Accountable for all programme inventories in the mission (capital and areas);
- 2.2. Management of the IN & OUT processes in the Mission storage resources;
- 2.3. Responsible for overall compliance with the stock management procedures.

3. Delivery (Transport) Management

- 3.1. Overall delivery management for ACTED freight and passenger transport;
- 3.2. Accountable for the overall compliance with delivery management procedures.

4. Assets and Property Management (including premises)

- 4.1. Ensure the safety and effective use of all ACTED assets and property in the mission;
- 4.2. Responsible for the maintenance and repairs of these resources;
- 4.3. Accountable for the overall compliance with assets, property and premises management procedures.

5. Fleet and Fuel Management

- 5.1. Ensure proper utilization, maintenance and follow up of the ACTED fleet;
- 5.2. Control and manage the cost of the fleet (fuel, maintenance and repairs);
- 5.3. Accountable for the overall compliance with the fleet management procedures.

6. Telecommunication and Information Technology Management

- 6.1. Set-up, manage and ensure effective use of the entire telecommunication and IT system;
- 6.2. Manage the mission's telecommunication costs;
- 6.3. Accountable for the overall compliance with the Communication and IT procedures.

7. Security and Safety Management

- 7.1. Ensure that the safety standards of ACTED staff (international and local) are high and correspond to ACTED's operational constraints;
- 7.2. Ensure high-level security of all ACTED assets, property and resources within ACTED sphere of influence and context of operations;
- 7.3. Accountable for the overall compliance of ACTED security and safety guidelines.

8. Reporting

- 8.1. Responsible for complying with all the reporting requirements within the various sub departments to the country management team, HQ as well as donor requirements within the FLATS process.

9. Office management

- 9.1. Responsible for the overall functioning of the ACTED field office in Sloviansk
- 9.2. Accountable for the implementation of Administration & HR processes and act as focal point of the Administration/HR officer in Kyiv

10. Program implementation support

- 10.1 Provide constant support and logistics backstopping to programme team during project implementation
- 10.2 Trouble shoot logistics related issues relation to the Project Management Cycle and contribute to the quality and timely implementation of ACTED projects in Eastern Ukraine.

Applications, in English, should include a CV and a cover letter.

Applications should be submitted no later than January 8 at 18:00 to the following addresses: ukraine.jobs@acted.org with the title or reference of the position (e-mails without mentioned position will be not considered) in the subject of the E-mail. Only short-listed candidates will be contacted for an interview. ACTED is equal opportunity employer.

Контактна інформація

Контактна
особа: Людмила