



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](mailto: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