



The leading emergency agency devoted to reducing death and suffering from malaria in humanitarian crises

Position Announcement

Logistics Coordinator

The MENTOR Initiative, Rift Valley Province, Kenya

Background:

The MENTOR Initiative is an international NGO devoted to reducing death and suffering from malaria and other vector borne diseases in humanitarian crises and post crisis reconstruction phases, and works in various countries throughout the world. MENTOR works to support emergency country partnerships (government, NGOs, UN and affected local communities) to build their technical capacity, and supply essential materials to quickly establish and scale up effective disease control interventions.

The MENTOR Initiative currently is seeking dynamic and motivated applicants for two postings of Operations Coordinator/Logistician for its new programme in Kenya. This programme, covering two districts, Uasin Gishu and Kericho, will provide malaria prevention and clinical support to those most affected by the post-election conflict including displaced people and host communities. The post will report to MENTOR's Country Director and will liaise and plan closely with all other team members in order to integrate the programme activities designed to build effective prevention and IEC activities for all communities.

Responsibilities:

Logistics

- Responsible for overseeing the logistical activities including local procurement, fleet and equipment maintenance and management
- Responsible for overseeing and monitoring asset management.
- Responsible for the warehouse, stock control consistent with established protocols and procedures.
- Responsible for ensuring that efficient and appropriate logistical support is provided to programme activities. It does involve both macro and micro logistic systems to support logistic intensive activities like IRS.
- Installing, monitoring and supporting the implementation of activities in the field when required
- Oversee the logistical filing system to include all equipment manuals, maintenance

schedules and logs documentation e.g. way bills. It does include the setup of a complete, transparent and detailed asset use and management.

- Install (as needed), monitor and maintain all communication equipment. Assure the proper use and training of all The MENTOR Initiative Staff in the use and respect of communication equipment and procedures.
- Ensuring that all communication with field teams and bases occurs daily. Monitor the respect of procedure when moving anywhere in the country and field locations.
- Daily coordination of transport activities by road, and air if needed, this includes daily programme activities.

Security and Safety

- Assist and deputes the Programme Coordinator/Country Director in all related security procedures and systems, including the development and update of country security plan and procedures.
- Assure the respect of security procedures by all The MENTOR Initiative staff and project visitors.
- Train all staff in the security procedures and protocols, assure they are updated on any changes and understand all procedures.
- Keep a strong awareness and monitoring of the security conditions in the country, with a specific emphasis on the project area, in order to adapt and update all safety and security procedures.
- Assure the respect of all standard safety procedures in all the Organization bases and activities

Administration/Finance

- Backstop the Programme Coordinator in overseeing the Financial and Administrative activities of the organization
- Manage all MENTOR premises together with Admin Unit.
- Manage the operational support staff, including recruitment, team building, daily management and activity plan and conducting appraisals.
- Assess the continuing training needs of operational support staff and ensure training needs are appropriately met and within budget.

Successful applicants will have the following qualifications, experience and capabilities.

Essential:

- University degree or equivalent skills based training/qualifications, in a logistics related subject (Management, Mechanical Engineering, Business Administration, or other related field).
- 3-5 years experience of working in Logistics and Operations
- 3 years experience within a humanitarian aid organization in a developing country, preferably in an emergency context

- 2 years management and supervision experience
- Excellent background in technical and procedural advice in a broad range of logistics areas including fuel and transport management, asset/materials management, procurement, services and contracts management,
- Ability to establish priorities and plan, coordinate and monitor own work plan and those under his/her supervision
- Excellent organizational, administrative and teaching/training skills
- Proven ability to write in a clear and concise manner and to communicate effectively orally. Ability to prepare reports, formulate positions on issues, and articulate options concisely conveying maximum necessary information
- Expertise in setting up management and follow up system for all logistic and asset aspect, in a multi-base context.
- Ability to create realistic work plans and budgets
- Ability to understand basic financial procedures
- Ability and flexibility to understand the cultural and political environment and to work well with the local authorities and partner organizations
- Self motivated and attention to detail essential
- Ability to remain calm and to be diplomatic in stressful situations; able to operate in a challenging and fast-paced work environment.
- Highly organized and capable of managing multiple tasks or projects simultaneously.
- Solid computer skills, including proficiency in word processing, spreadsheets, and other software packages
- Solid knowledge of Radios systems (VHF, HF, VSat) both use and setup.
- Fully fluent in English
- Completely honest, mature, patient, flexible and reliable.
- Open to, and tolerant of, other cultures and religions.
- Outstanding teamwork capabilities.
- Willing to work long hours and weekends as required.

Desirable:

- Experience of project administration/management, and the ability to work independently
- Problem solving ability with equipment ranging from PC's to vehicles and radios
- Previous responsibility for managing security
- Ability to chair meetings and provide succinct reports of meetings would be beneficial
- Technical background within transport, mechanics construction, warehousing and communications
- Malaria experience/knowledge an advantage.
- Previous experience with organizing and monitoring mobile field teams a plus

For more information about The MENTOR Initiative please refer to our website:

www.thementorinitiative.org

