



Logistics Officer – Mithi Tharparkar

Secours Islamique France (SIF) is a Non-Governmental Organization of international solidarity based in France. Founded in 1991, SIF is a non-profit and non-political organization that intends to help, to bring relief and to protect the lives of those threatened by natural disasters, armed conflicts or by economic collapse. SIF intervenes in more than 20 countries around the world through operations of emergency aid, recovery and development.

In Pakistan, SIF has primarily focused on relief interventions from 2010. SIF's emergency and relief projects reached more than 700,000 flood-affected and draught affected people in AJK, KPK, Punjab, and Sindh and provided food and non-food items, drinking water, permanent and semi-permanent shelters, and schools while many people benefited from cash-based interventions.

Since 2013, SIF has explored long-term and sustainable solutions to build the resilience of communities and reduce the impact of future disasters by implementing innovative models like elevated bamboo storage towers to mitigate flood or rain water harvesting models to mitigate draught.

Currently SIF is looking for **Logistics Officer** for its Field Office – Mithi Tharparkar, Sindh.

Role in the Organization:

Based in **TPK** Base Logistics Officer will work under the direct supervision of the Project/Base Manager. He/she will be responsible to perform functions of the logistics to support the projects in Mithi TPK

Main Responsibilities:

Objective 1: Logistics/Procurement

Activities:

- Manage the supply chain
- Make à procurement plan and set budget with the programme staff before starting of the projects
- Procurement of goods/services as per SIF policy
- Timely delivery of goods/services to the requester
- Make sure to receive supplies from the vendor on time with strict follow up procedures
- Ensure that all procurement procedures are followed, if found any discrepancy must be reported to the concerned
- Keep record and maintain list of suppliers/vendors, local repair/maintenance shops, and conduct comparative analysis of the bids provided by different vendors for the smooth functioning of the procurement process
- Make a monthly budget within the allocated resources
- Keep the concerned departments informed of the timeline for the processing of their requests
- Ensure the generic/specific as required quality checks of the supplies
- Ensure the sound management of stocks (storage conditions, report, expiry date)
- Supervise allocation and proper use of supplies by the concerned
- Ensure installation, maintenance and repairing of the assets
- Frequently update the asset list of the mission



- Supervise the management, the renovation and maintenance of structures needed for the functioning (office, guesthouse, warehouse)
- Supervise the fair use of the means of communication

Objective 2: Fleet Management

Activities

- Ensure the management of the pool of vehicles: maintenance, daily planning - roaster
- Supervise, monitor and train the drivers of the SIF procedures and different routes
- Monitor regular consumption of vehicles
- Monitor regularly vehicle log book and the condition safety of the vehicle
- Make weekly vehicle allocation plan (Roaster) for drivers

Objective 3: Security

Activities

- Assist CLM for the security assessment of the SIF premises (Warehouse, Office, guesthouse etc)
- Assist CLM to design country security plan in country level context
- Share security updates and meeting minutes with CLM
- Attend regular security forum meetings and share updates
- Provide roaster to Security Guard in the beginning of every month
- Supervise and monitor security guards
- Provide training on Personal & safe travel and security to staff members
- Monthly broadcasting of the incident report
- Process expat travel NOC for project area visits

Objective 4: Reporting

Activities:

- Write a logistics report: narrative of activities, stock reports, reports on donations in kind, list of car prices, equipment list, logistics organization chart (if relevant)
- Write minutes of meetings
- Write incident report
- Provide weekly Security updates

This list is not limited; the employee may be required to perform any other task necessary and compatible with its functions.

Knowledge/Skills/Behaviour

- University degree in Management, Administration and diploma in supply chain management
- At least 4 years relevant work experience in logistics, procurement, & security, at least 3 year of experience as an officer.
- Experience in international development and non-profit organisations
- Experience in the commodity management
- Good computer skills; word, excel, PowerPoint and database
- Very good communication skills and team player, as well as ability to work individually
- Experience in writing reports in English
- Ability to liaise with national authorities, NGO's and other agencies



SECOURS
ISLAMIQUE
FRANCE

25 YEARS OF
SOLIDARITY

Please submit your application CV at the attention of: hrsifpakistan@gmail.com by no later than 13th June, 2017. Please clearly mention “ Logistics Officer Tharparkar” in the subject line.

SIF - Pakistan is an equal opportunity provider. Women are encouraged to apply. Only short listed candidates will be contacted
