

Job Title: Logistic Officer

Starting Date: 25/01/2024

Deadline: 04/02/2024

Duty Station: Khaukha

Status: Full-Time

Project: GFA

About VHI

Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. We aim to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at www.vision-hope.org.”

Responsibilities

1. Follow up the food dispatches according to FDP plan.
2. Follow up the daily distribution.
3. Prepare/Receive procurement requests for/from GFA Project staff and prepare purchase plans with a view of ensuring cost effectiveness, timely procurement and quality of goods.
3. Prepare vehicle and warehouses rental contracts for GFA project, and notify Project management and other parties about end dates of framework contracts.
4. Ensuring that all Supplies, services and equipment required are delivered on time to GFA Project warehouses and FO.
5. Maintain local supplier information for regularly purchased items, and be informed of current local market conditions at the governorate level.
6. Ensure that the equipment is recorded and the updated register.
7. Regularly check inventory levels (physical counts).
8. Make Annual inventory and validity check for project assets that are issued to warehouses and staff, and make inventory report as per VHI policy.
9. Ensure that all items are well organized and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).

10. Organize vehicle movement plans for GFA project staff and follow up staff movement in accordance to plans.
11. Share all movement and logistic plans with GFA logistic officer at country office for approval.
12. Supervise activities of driver for filling the movement logbook.
13. Follow-up of the field team in the processes of receiving, distributing food aid and the remaining food quantities.
14. Visit the Food distribution points to check the warehouse management preparation, check the material inventories, and supervise the food handling, scooping and distribution.
15. Ensure the food commodities quantities received at all FDPs are according to FD plan.
16. Make quantities received reports and collect the information from the field offices.
17. Make delivery and distribution entries to HTS.
18. Prepare the GFA Project logistics monthly financial dues for Aden Gov.
18. Share all logistics and inventory reports (daily, weekly, monthly, quarter, and annual) with GFA Logistic Officer at Country office.
19. Send the weekly update report to the donor.
20. Follow up with storekeepers and warehouses and check the integrity of the inventory periodically and continuously.

Required qualification and Skills:

- Tertiary qualification in a relevant development studies or social sciences discipline, or equivalent commensurate experience of at least 3 years
- Experience of dealing with different actors in the field.
- Commitment to deadlines
- Able to use a computer, with word-processing, Excel and (Microsoft Office App)
- Strong skills in written and spoken English.
- Demonstrate technical Ability to travel across different area in project locations in Al-khukha district to be able follow up project activities.
- Experience in procurement and logistic departments
- Has ability to work in the Field due to the most days of this job will be in the field.

Additional job responsibilities:

- Joining date: As soon as possible.

- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Additional Considerations:

- The Logistic Officer must adhere to VHI policies and the code of conduct, as well as faithfully and responsibly represent the organization.

How to Apply

- please Use this link to apply for the position: [Click Here](#) or link here : <https://forms.office.com/r/YzYaUbuCLT>
- **Note: Only filled forms in the link above will be considered as candidates.**
- CV, Cover letter, a copy of the university degree, Personal ID, Experience certificates send them via email to Recruitment.Yemen@vision-hope.net
- Please write the job title and location in the Subject Field of your email as **Logistic Officer** Only short-listed candidates will be contacted.
- The test and the interviews will be conducted once the applicable candidates applies short-listed candidates will be contacted.
- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as soon as possible and not to wait until the closing date.