

Job Title: Logistic Assistant

Starting Date: 26/6/2025

Application Deadline: 9/7/2025

Duty Station Al Mahwit Office

Status: Full time

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. Our aim is 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.”

Job Description:

The Logistics Assistant works directly under the Logistics Manager and closely with the Finance team to ensure smooth procurement, storage and distribution of project supplies are processed. S/He'll oversee warehouse operations and vehicle movements, maintain accurate inventory and transport records, and draft and track all logistics documentation. By liaising with vendors, warehouse staff and field teams, s/he'll guarantee timely deliveries that comply with VHI and donor standards. S/He'll also monitor logistics expenditures against the budget and helps streamline processes for greater efficiency.

Duties and Responsibilities

- Manage all project logistics and procurement procedures, from purchase orders and contracts to vendor follow-up including supply to the project location and inflow and outflow transactions
- Manage and supervise the project warehouse process through following up and supervising the below:
 - A. Warehouse rent
 - B. Warehouse movement (inflow – outflow – materials condition, expire date etc.).
 - C. Warehouse employees (storekeeper responsible, arrange security guard and ensure warehouse guard takes actions for secure and safety of warehouse)
 - D. Warehouse condition (Inspections, cleaning, storage standards, ventilation, Handling, Stacking, reporting problems, etc.)
 - E. Warehouse security (security, safety tools, access, inspections, movements)
 - F. Warehouse Register and Documentation)
 - G. Follow up on project supplies and transporters.
 - H. Preparing project logistic plans (required material's, delivery plan, distribution plan, monthly report).
 - I. Warehouse Inventory and warehouse movement

- J. Preparing monthly clearances. (rent, employees, casual labor's)
- K. Save and archive all warehouse documents and updating warehouse movement.
- Manage and supervise the project vehicle, following up and organizing and controlling the movement of vehicles, through following up:
 - A. Vehicle readiness and movement
 - B. Obligating and monitoring the driver to drive according to security and safety rules.
 - C. Ensuring security and safety procedures before any movement
 - D. Preparing visit plans and reviewing the vehicle daily and monthly movement
 - E. Preparing monthly clearances.
 - F. Save and archive all movement documents (contracts - daily service request - monthly movement - monthly clearances - movement file).
- Manage and supervise the project procurements procedures through: -
 - A. Preparing all procurement documents and contracts and agreements.
 - B. Follow up the procurement procedures.
 - C. Updating the procurements files.
 - D. Save and archive all procurements documents in both electronic and paper filing systems.
- Follow up Donor and VHI communication means.
- Handle any ad-hoc tasks assigned by the Logistics Manager.

Education And Skill Requirement:

- Diploma or University bachelor's degree Management/Logistics or any other related field.
- Two years of work experience in the field of procurement and logistics.
- Experience with 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
- Creative and able to work with limited resources.
- Demonstrate technical Ability to travel across different area in project locations in the project area to be able follow up project activities
- 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 related to the project requirement.

Additional Considerations:

- The Logistic Assistant 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, and 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 Assistant Only 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