



AMEF

Job title	Logistics officer
Department /Field of experience	Logistics management
Role type	National
Travel involved	In-country
Duty post	Mamfe
Length of Contract	12 months
Salary	Competitive

Job Description/Scope of work

The logistics officer is responsible for procurement planning, transportation, storage, as well as overseeing the organization, planning and maintenance of the fleet. He/she will also provide logistics support in areas of inventory, surveying, and projecting ordering. Coordinate logistics activities related to procurement, funding, substantive unit, and humanitarian affairs.

Responsibilities

- Plan warehouse for efficiency in both operations and capacity.
- Organize transportation activities including storage of goods, managing information accrued from the point of origin to delivery, orchestrating transportation movements and arranging for services, as necessary.
- Execute logistics plan to move products and packages to reach destination on schedule.
- Develop reports on product movements and various operational logistic problems.
- Coordinate and track movement of products/goods through logistics pathways.
- Develop strategies and standard operating methods in analyzing logistical problems/operations and generating new solutions.
- Maintain quality and ensure a project takes off smoothly throughout the logistics process.
- Develop logistics along with support plans, budget requirements and deployment timelines for new operations.
- Develop and execute tools and methodologies to enable effective implementation of the logistics plan.

Qualifications/competence

- a.) University degree in logistics management or business administration.
- b.) At least 2 years of professional experience in logistics.
- c.) Standard computer literacy: word, excel, power point and good use of internet.
- d.) Excellent interpersonal and communication skills.
- e.) Strong sense of responsibility and good time management skills.
- f.) Demonstrate and in conflict ability to work under high-stress and conflict areas.
- g.) Fluent in English and French.
- h.) Two years' experience working with an NGO.

All positions are fully open for one year with possibility of renewal based on available funds Send your CV and cover letter to human_r@ameffoundation.org. The subject should be the **position you are applying for. Deadline for application 20th January 2021.**

Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2) days** after the deadline, consider your application unsuccessful.