



Vacancy Announcement
Logistics and Security Officer

Organization	Adeso : African Development Solutions www.adesoafrica.org
Position Title	Logistics and Security Officer - Galkacyo
Reporting To	Program Manager /Head of Office - Galkacyo
Technical Line Manager	Logistics and Procurement Coordinator - Somalia
Working With	Operations and Program Team
Program/Duty Station	Galkacyo, with frequent visits to Garowe
Duration	One (1) Year
Starting Date	Immediately

ORGANIZATIONAL CONTEXT

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

For the past 20 years we have strengthened rural livelihoods through environmental awareness, training, technology transfer and innovative humanitarian projects in pursuit of a peaceful, self-reliant, and greener future. Currently, Adeso has programs in Somalia, Kenya and South Sudan.

Adeso is an exciting and dynamic organization experiencing managed rapid growth. It offers sound employment conditions with opportunities for personal growth and development.

POSITION SUMMARY

Under the direct supervision of the Head of Office and the technical guidance of the Logistics and Procurement Coordinator, the Logistics and Security Officer will be responsible for Adeso's Logistics and Security roles in Galkacyo and Garowe with overall control and responsibility over the sections of procurement, transportation, warehousing / assets, communication, equipment maintenance, security and reporting.

POSITION PURPOSE

Based in Galkacyo, the Logistics and Security Officer will be responsible for ensuring logistics support in Garowe and Galkacyo field offices. The position holder will also ensure the logistics function is delivered in a timely manner, cost-effective, high quality and appropriate support; and supporting field/program teams in achieving and maintaining minimum standards in logistics work.

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SPECIFIC ROLES AND RESPONSIBILITIES

Procurement

- Ensure that procurement tracking in Garowe and Galkacyo is current and updated.
- Ensure timely & accurate logistical reporting to Program Manager and Logistics Coordinator.
- Continuously assess the market for new procurement opportunities.
- Ensure timely delivery of program supplies to field sites in line with project implementation.
- Assist in the development, monitoring and review of procurement plans.
- Ensure that all contracts with the organization are in an updated database spreadsheet and are paid on time.

Transport and Travel

- Manage and coordinate vehicles and drivers currently used by the team in both Galkacyo and Garowe.
- Hire additional vehicles where necessary.
- Ensure that the Drivers fill in the log sheets accurately on a daily basis.
- Arrange for road transportation of staff and goods when necessary.
- Ensure that vehicles are periodically scheduled for maintenance and service.

Warehousing/Assets

- Ensure that all Adeso assets and equipment used in Galkacyo and Garowe are properly assessed and documented (including physical location and condition) to contribute to an updated country program asset register.
- Ensure that all documentation is completed and stored in readiness for external and internal audit requirements.
- To carry out periodic stock checks and to provide physical count of random items in storage. To manage all paperwork related to stored items, including Stock Cards, delivery and receipt papers.

Communication/IT

- Ensure logistical support in event of emergency, and that all necessary advance measures have been taken.
- Be responsible for office laptops, project cameras, satellite phones and telephones.
- Manage the contracts with the internet service provider.
- Ensure that all printers and scanners are in good working conditions.
- Provide IT support/networking support when necessary.
- Liaison with other NGOs and UN agencies on logistics issues.

Equipment Maintenance

- Ensure that systems for regular maintenance or repair are implemented for vehicles and other equipment and that routine maintenance and repair of communication and office equipment (computer, radios, satellite phones, power generators) is carried out per schedule.
- Ensure that proper tracking of equipment out for maintenance is followed.
- Provide technical supervision of drivers for matters related to safety and security.

Security

- Act as the security focal point for Mudug, Nugal and Sool region.
- Provide all staff with regular security briefings and updates and ensure that all staffs adhere to security policies and procedures.



- Conduct regular security and risk assessments for all operational areas.
- Supervise the security guards performance in Somalia.
- Ensure that field communications needs are met and that staffs are trained in the use of radios and other communications equipment as necessary.
- Liaise with local authority Security Agencies, UN Agencies, NGOs and other external actors to gain security information and analysis in Northern regions of Somalia.

Others

- Ensuring that bills are paid on time.
- Act as overall compound manager for the Adeso office compound in the respective field region.
- Making sure that everything at the guesthouse is in order and repairs are undertaken in a timely and quality manner.
- Any other duties as may be assigned by the Head of Office.

SKILLS AND QUALIFICATIONS

- Graduate degree/diploma in Supply chain management or its equivalent in relevant field.
- Minimum 3 years' experience in similar role (NGO field or country head office preferred).
- Knowledge of USAID/OFDA donor regulations will be an added advantage.
- Excellent IT skills, in particular Word, Excel and email is a must.
- Technical IT skills, such as networking and problem solving is an advantage.
- Excellent people management skills and good communicator.
- Highly organized and self-motivated.
- Ability to work under high pressure and prioritize tasks.
- Written and spoken English with spoken and Somali a must.
- Must be resident of Mudug, regions of Somalia.

APPLICATION PROCESS

This is a challenging opportunity for a dedicated and highly motivated professional. If you would like to join this dynamic team, please submit your application to jobs@adesoafrica.org, quoting "Logistics and Security Officer" in the email subject matter, by **22nd August, 2017**.

Each application should be addressed to the Human Resources Manager and include the following:

- An updated CV; and
- An application letter which should include remuneration requirements and contact information for three work-related referees.

Applications not including all of the above information will not be reviewed. Only short-listed candidates will be contacted. Adeso is an equal opportunity employer.

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