



**VACANCY ANNOUNCEMENT
LOGISTICS AND ADMIN OFFICER - MOGADISHU**

Organization	Adeso : African Development Solutions www.adesoafrica.org
Position Title	Logistics and Admin Officer - Mogadishu
Reporting To	Head Of Office - Mogadishu
Technical Line Manager	Logistics and Procurement Coordinator - Somalia
Working With	Operations and Program team
Program/Duty Station	Mogadishu
Duration	Eight (8) Months
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/Procurement Coordinator, the Logistics and Admin Officer will be responsible for Adeso's administrative and logistics roles in Mogadishu with overall control and responsibility over the sections of procurement, transportation, warehousing/assets, communication, equipment maintenance and reporting.

POSITION PURPOSE

Based in Mogadishu, the Logistics and Admin Officer will be responsible for ensuring logistics support in Mogadishu field offices and projects. S/he will also ensure that the logistics function is delivering timely, 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 Mogadishu is current and updated.
- Ensure timely and accurate logistics reporting to the 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 Mogadishu.
- 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 Mogadishu 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 asset register, 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.

Flights travel coordination

- In liaison with the Logistics Coordinator, work with all the staff in Somalia & HQ on the air travel planning, booking and travel facilitation

- In liaison with HQ Operations staff in charge of flights travel, facilitate flight travel coordination for Somalia staff and associates coming to Somalia for mission purpose.
- Receive, review and provide feedback while providing guidance to all Somalia staff on flight travel arrangement to and from Head office and Nairobi office.
- Carry out flights availability scope assessment in Somalia, both commercials, UNHAS, ECHO and regularly update the list.
- Provide advice to the management on the flights arrangement, cost and any related regulations.
- Ensure there is minimal interruption to Adeso staff travel to and from Somalia as well as to and from HQ office.
- Provide advice and update to HQ office on Somalia flights travel changes, if and when it happens
- Keep database on the flights usage and liaise with Finance team on the payment processing for the air travel cost.

VISA ad work permit processing and facilitation tasks

- The candidate will be the overall in charge of Kenya VISA application processing, receiving request from the staff and processing on time.
- Provide timely update to Logistics Coordinator and the HQ Operations officer on any changes on the VISA obtaining processes in Somalia and in particular Kenya embassy in Mogadishu.
- Liaise with the relevant government authorities and ministries ensuring VISA are timely obtained.
- Provide guidance to the Somalia team and HQ team on the VISA processing and the government regulations pertaining to obtaining Kenya and Somalia VISA.
- In liaison, with Logistics Coordinator and the HQ office facilitate the application and the coordination for Kenyan VISA for Somalia staff on work related travel
- Liaise with the Logistics Coordinator in managing and directly handling the expatriates staff work permit if and when it's required.
- Keep and regularly update on the relevant database in this regard.

Management of Mogadishu office and guest house

- Provide the overall management of admin functions in Mogadishu office and guest house.
- Directly line manage, supervise the admin team (cleaners / cooks) including the performance management and appraisals.
- Ensure high standards of admin services are provided in Mogadishu office and guest house.
- Work closely with Mogadishu staff on the admin supply management to the office and guest house.
- Maintain and regularly update guest house use database, contributions as well as for the visitors.
- Ensure adequate planning, facilitation and the payment for the admin services.
- Manage on daily basis on the office attendance register and update the staff and the management on compliance with working hours.
- In liaison with the Logistics Coordinator, Review and update Adeso guest house policy.

Other admin functions

- Overall in charge of workshops, staff training and external meeting coordination and venues booking.
- In charge of hotel bookings for staff, consultants and other visitors and the hotel cost payment facilitation.
- Carry out assessment on the hotels availability, the cost analysis and provide the list of the approved hotels to all the staff.
- Keep and regularly update the hotel use database.



- Manage the office phones and staff airtime use, bill payment and keeping track of the communications bill related to office phones use.
- Oversee the daily management of the Mogadishu office utility provisions (water, electricity) and the timely payment of the utility cost.
- Carry out any other admin functions as the need arises.

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 4 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 Somali a must.

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 & Admin Officer - Mogadishu" position 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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