



JOB VACANCY ANNOUNCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. We have operated in Vietnam since 2010 with projects in Hanoi, Hue and Quang Tri. NPA Vietnam is seeking for qualified, enthusiastic, experienced Vietnamese applicants for the position **Logistics Assistant** based in ERWRRP Project in Hue City with travels to field and other NPA Vietnam Projects.

General Responsibilities:

- Implement logistical activities in NPA ERWRRP project, incl. procurement, warehousing, fleet management and material planning
- Promote adherence of NPA guidelines and provide input to the development of local systems for internal control
- Implement, adhere to, and monitor NPA logistic management systems
- Process local requisitions and procurement
- Control general stock balances, inventories, stock re-supply and distribution
- Follow up dedicated Team and Department inventories
- Follow up fleet management including logbook, servicing and reporting of vehicles status
- Coordinate transportation arrangements for staff and materials.

For detail specific duties, please find the Job Description attached.

Interested candidates are requested to submit a CV, a cover letter to express why you are fit for the post and NPA Vietnam, a copy of related certificates-degrees and 03 references to NPA Vietnam via e-mail address recruitment.vn@npaid.org. Please indicate clearly the post you are applying for in your email subject.

The closing date for applications is **23 December 2016 at 5 pm** with start date as soon as possible. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.