



Position:	Logistics Assistant
Department/Project/Country:	Humanitarian Disarment/ERWRRP-TT Hue/NPA Vietnam
Last revised:	11.11.2016
Project number:	243205201
Immediate Superior:	Logistics Manager (LM)
Shall report to:	Logistics Manager (LM)
Responsibilities:	
General responsibilities <ul style="list-style-type: none">• 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•	
Specific duties <ul style="list-style-type: none">• Process all field requests and related local procurement in a timely manner;• Keep accurate and up to date logistical records relating to procurement, issuance and final destination for materials (Field request, RFQ, PO and related GRN, GIN, TDI)• File all complete purchase documents and document POs in order and others as well• Coordinate with teams for goods issued and goods received. Provide support to operations including equipment service, vehicle service and other as well to make sure to have a smooth operations• Coordinate with team leaders to have good plan for consumable or other running items request needed for operations• Manage warehouse by updating Bincard to track and follow up items in and out; keep accurate and up to date inventories of any stock held and replenish and distribute in line with the programme's requirements• Keep accurate and updated inventories for all teams and departments, including keep updates of all files• Collect logbooks and fuel records regularly, monitor fuel to be filled up weekly, analyse and report on fuel usage and kilometres on a monthly basis• Keep accurate and updated vehicle history files (including detail of all servicing, repairs, logbooks and fuel records)• Arrange and follow up servicing and repairs and be responsible for technical inspection of all vehicles as required• Constantly evaluate and survey the local market of all local suppliers, their products and prices regularly in order to obtain the best value for money	

- Coordinate with team leaders to plan and gather procurement requests monthly in advance
- Provide operational support in terms of logistics issues as required
- Travel to work for other NPA VN projects when required
- Coordinate with relevant staff to arrange and be responsible for any pick up and transportation of staff or material.
- Coordinate with admin officer and/or logistics officer at other NPA VN projects and be in charge of processing procurements in a good manner as assigned
- work in flexible hours as required
- Coordinate with finance for payment
- Work with suppliers to obtain the latest quotations and others under supervision of LM
- Create a smooth working relationship with other departments to be supported where an efficient exchange of information and feedback to respective line manager is a critical component
- Report to and coordinate with the Logistics Manager on a regular basis on logistical issues, fleet management and internal routines
- Be a standby driver for operations teams when required
- Any other tasks assigned by LM

Required qualification:

- Driving license level B2 with 5 year experience or level C with 3 years as least. Level D driving license is an advantage)
- BA degree or other equivalent relevant fields
- Good command of English
- Ability to work independently as well as in a team
- High motivation, good communication skills
- Good command of computer software: Word, Excel.

Additional Considerations:

The holder of the position is to abide by the policies set by the Norwegian People's Aid (NPA) and to represent the organisation in a loyal and responsible manner.

Approved, read and understood:

Date/Place: _____

Country Director:

Date/Place: _____

Employee:

Approved by CD,