Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Logistics Assistant

Reports to: Logistics Officer

Supervision of: N/A

Duty station: Abuja

Travel:

Project number: TBC

Duration and type of contract:

All NRC employees are expected to work in accordance with the organization’s values. To be ***dedicated****,* ***innovative****,* ***inclusive,*** and ***accountabl****e* are attitudes and beliefs that shall guide our actions and relationships.

1. **Role and responsibilities**

The position of Logistics Assistant will be based in Abuja. H/She will be responsible for specific procurement tasks, storage management, vehicle and generator management, and assets at the Abuja Office.

Responsibilities

1. Ensure that vehicles are used and maintained according to Logistics Handbook and other NRC policies
2. Plan, schedule, and monitor transport of staff and material/equipment according to demands and procedures
3. Ensure that all NRC vehicles are in proper operating condition and coordinate vehicle maintenance with the Logistics Officer.
4. Ensure that NRC generators in Abuja are maintained on regular basis.
5. Responsible for the receipt, storage, and dispatch of all stock at the Abuja Office ensuring that proper documentation is maintained for same.
6. Ensure that assets are tagged before being dispatched to the field.
7. To also ensure asset movement is tracked in the Asset Register
8. Assist the Logistics Officer with Procurement – collecting quotes, and generating procurement documents as may be required.

Specific responsibilities

* Ensure all drivers adhere to NRC logistics and drivers procedures
* Compile and submit monthly vehicle utilization and carpool reports
* Ensure the NRC fleet is utilized and optimized accordingly.
* Prepare requisitions for spare parts for vehicles
* Coordinate and facilitate timely reporting of eventualities like accidents and breakdowns
* Secure that NRC vehicles are equipped with necessary documents and equipment
* Ensure all drivers fill out the movement logbook and that logbook is signed by the passengers.
* Responsible for the receipt, storage, and dispatch of all stock at the Abuja Office ensuring that proper documentation is maintained for same.
* Ensure that assets are tagged before being dispatched to the field.
* To also ensure asset movement is tracked in the Asset Register
* Assist the Logistics Officer with Procurement – collecting quotes, and generating procurement documents as may be required.
* Ensure that all vehicle records and reports including logbooks, accident reports, etc are filled appropriately.
* Keep a log of the generators and ensure that fuel consumption is monitored and recorded appropriately
1. **Competencies**

1. Behavioral competencies

* Problem-solving and solution-oriented
* Adaptable and coping with change
* Managing resources

2. Professional competencies

* Experience in working with transport and vehicle management in a humanitarian/recovery context
* Experience with inventory and asset management.
* Experience with computers – Microsoft Word and Excel plus email
* Previous experience from working in complex and volatile contexts
* Documented results related to the position’s responsibilities
* Good knowledge of English
1. **Performance Management**

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC’s Performance Management System. The following documents will be used for performance reviews:

* The Job Description
* The individual Work- and Professional Development Plan
* The Competency Framework