

JOB DESCRIPTION

Position: **UCLA Malawi**, Logistics Manager
Location: Lilongwe, Malawi
Reporting to: Deputy Country Director
Equipment: Laptop, Airtime

Overview:

The Logistics Manager is responsible for the oversight and support of logistics activities for all Partners In Hope (PIH) sites and activities in Malawi. This includes management of workplans, budgets, staff, vehicles, stocks, assets, and infrastructure projects. This person is responsible for providing technical oversight and developing policies and procedures to optimize operations.

Responsibilities

1) Logistics Management and Coordination

- Coordinate logistics activities in line with logistic and financial policies and guidelines
- Oversee local and international procurement
- Manage procurement, delivery and warehousing
- Oversee fleet management
- Ensure optimal equipment maintenance and repairs
- Oversee Occupational Health and Safety (OHS) standards for Logistics staff, with safety procedures in place for all equipment use
- Provide management and oversight for logistics expenses
- Ensure good logistics support to all departments and projects
- Coordinate, manage and supervise all logistics staff including recruitment, team building, performance management, staff development and bi-annual appraisals

2) Procurement and Supply

- Support, guide and build capacity in the Procurement Managers and other team members
- Oversee all purchasing, local and international, including tracking spending against approved budgets
- Ensure compliance with logistics policies and guidelines, including proper authorization levels and segregation of duties
- Work closely with Finance and Administration to ensure compliance with donor and government requirements

3) Facility Management

- Oversee upkeep for all PIH offices
- Oversee all warehousing and stock control, including tools to manage stock control
- Oversee and monitor asset management
- Support contracting, insurances and maintenance planning

4) Infrastructure

- Supervise and direct all PIH infrastructure activities
- Approve and sign tenders, bidding processes and contracts
- Ensure proper management of power supply equipment, including installation of generators, solar panels, etc.
- Ensure staff is trained in the use of DI equipment care and maintenance of the equipment

5) Transportation

- Oversee the work of the Transport Officer and fleet management to ensure safety, maintenance and fuel consumption are optimally managed
- Ensure good management of the Drivers and Driver Logisticians
- Ensure team compliance of the Transportation and Safety & Security P&P

6) Planning, Development and Reporting

- Oversee activity planning for the Logistics staff
- Participate in Annual and Strategic Planning, as well as Quarterly Reviews
- Provide input on logistics matters for proposals and donor reports
- Assist in budget development and spending relating to logistics operational costs
- Ensure donor compliance and help produce regular, timely and accurate reports

Qualifications

Required

- Training and experience in logistics, procurement, construction and fleet management
- Excellent understanding of budgets, procurement processes, project planning and donor financial accountability
- Proven technical skills & experience in most if not all the following areas: vehicle maintenance, energy & electricity, ICT, supply and construction
- Demonstrable experience in supervising, managing/coaching and training
- Knowledge of international ordering procedures and documents i.e. cargo manifests, warehouse management skills
- Good understanding of customs clearance procedures, supply chain management and relevant taxation or administrative demands
- Proven negotiating skills
- Ability to work well as part of a multi-cultural and multi-disciplinary team
- Ability to organize and prioritize workload, delegate and using initiative when appropriate
- U.S. citizen

Preferred

- Experience working with USAID grants
- Experience working in HIV programming

To apply, please send a resume and detailed cover letter to Else Henry ehenry@mednet.ucla.edu.