

## Terms of Reference – Logistic Assistant

### Purpose of Assignment

The Logistics Assistant works to manage and coordinate the supply procurement of materials and items for CBV workforce. The incumbent tracks and maintains an inventory of supply items and materials.

**Work type:** Third party contracted Staff

**Location:** Provincial Emergency Centres

**Categories:** Logistic Assistant

**Supervisor First:** CBV Manager

**Supervisor Second:** CBV focal person in FO

### Major Tasks

- Assemble and issue required logistics and equipment for CBV field staff as required.
- Coordinate with UNICEF Country/Field office and vendors and arrange for the collection and delivery of CBV related equipment and logistics from warehouse to field.
- Ensure returned logistics and equipment meets required quality standards and specifications.
- Ensure goods are stored correctly to minimize possibility of damage or deterioration.
- Provide support/assistance with the purchasing of logistics and other supplies as required.
- Assist with administrative work to ensure the supplies and stocks are correctly documented using standard inventory formats.
- Assist with pre campaign rolling stock take and the monthly stock take, reconciling inventory records with physical counts.
- Assist with the procurement and stocking, maintaining records, preparation of distribution plan and real time dissemination of IEC and other relevant communication material.
- Ensure accurate inventory control database systems and record maintenance using specific/standard formats and provide the information to CBV Manager, UNICEF focal person at provincial and district level supervisor.
- Submit regular reports for a continuous overview of supply chain operations including volumes, values, incoming goods, warehouse stocks and distribution.
- Participate in regular warehouse physical inventory counts and submits subsequent inventory reports.
- Coordinate with implementing partners to ensure the database of working and retired CBV recruits in the field.
- Submit regular reports for a continuous overview of supply chain operations including volumes, values, incoming goods, warehouse stocks and distribution.
- Undertake any other reasonable duties, assigned by the supervisor.

### Qualification and experience

- Bachelors in supply chain/logistics program or Master degree in management or its equivalent
- At least three years of professional experience in supply chain management, inventory management and related fields with reputable national/international organization.

### Language Requirements

- Excellent oral and written communication skills in English and local languages

### Skills

- Very good command of ICT applications (Excel, Word, Outlook, PowerPoint and Adobe Photoshop or other relevant software)