

VACANCY WITH LINDII PEACE FOUNDATION

LINDII PEACE FOUNDATION (LPF) is a nonprofit non-governmental national organization established in Nigeria in July 2014 with the aim to improve the lives of people through effective and efficient humanitarian and developmental assistance in communities where such supports are essentially necessary within Nigeria. Through international and national networking, LPF provided humanitarian and developmental assistance to individuals, families, schools, Health facilities, and communities in more than twelve (12) states within Nigeria regardless of their ethnicity, political and religious affiliation. LPF fundamentally intervenes in multi-sectoral humanitarian activities majoring in Protection and Nutrition mainstreamed Water Sanitation and Hygiene (WASH) interventions. Other activities include stand-alone Programmes on Nutrition, Protection, Food Security & Livelihood, Education, and Cross-Sectoral areas.

To sustain the Organizational reach (Programmatically and Operationally) the Organization is seeking applicants for the Job title below:

Job Title	Procurement Officer
Job Type	Fixed Term
Qualification	A minimum of HND or Bachelor's Degree in any relevant Course of Study
Experience	Minimum of 3-years working experience
Location	Borno, Adamawa and Yobe (BAY) State.

Duty Description:

The Logistics Officer will be responsible for personnel and Material Movement and Safety, Dispatch planning, evaluation, and implementation. The role also ensures the security of personnel movement on this project is conducted in line with international best practices and LPF policies.

Job Description:

- Ensure overall coordination and management of all logistics and procurement aspects of LPF; follows LPF logistics procedures as well as develop innovative procedures where applicable.
- Ensures cost effectiveness and time-sensitivity across the supply chain and facilities management, including development of plans and priorities, follow up and measurement of progress.
- Contribute to the budget and monitoring processes in liaison with the finance department and Manager to ensure that logistics needs are factored into planning realistically.
- Contribute to and be responsible for all aspects of the procurement process (drafting tender specifications, launching tenders, etc.).
- Ensuring that the right suppliers that will supply the right quality of goods and services are sourced and onboarded into LPF Vendors
- Ensure good management of organizational contracts and setting up of Framework; agreement for goods and services for programmes needs
- Ensuring that best value for money is achieved through competitive and transparent procurement processes;
- Ensuring timely renewal/extension of all existing contracts before the expiration period; and the management of LPF Contract database
- Managing the contracts portfolio for the Admin section (following the contracting process, encoding in the appropriate data system, everyday supplier relationship management, creating and follow-up on the contracts schedule).
- Issuing purchase orders.
- Collection of supporting documents for payments to suppliers.
- Recording of third-party information: Legal Identity Forms and Financial Identification Forms of individuals and companies;
- To undertake any other assignments that may be required, in view of the efficient functioning of the Delegation.
- Eager and required to adhere to LPF's principles and values as well as the promotion of gender justice and women's rights.

- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Ensure that the properties in the place of work are respected and that no damage is caused to them.
- Adhere to implementation standards, LPF ways of working, and the terms of the LPF Code of Conduct; including the commitment to **zero tolerance** on **SEA** and the obligation to report **SEA** cases.
- He / She must not use their position of being engaged in LPF work to gain favors or material advantage.

Selection Criteria Core Competencies

Skills:

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with disaster-affected communities in a sensitive and participatory manner.

Communication Skills:

- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of LPF. This includes effective negotiation and representation skills.

Integrity:

- Works with trustworthiness and integrity and has a clear commitment to LPF's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high-security risks, and harsh living conditions. Works and lives in a flexible, adaptable, and resilient manner.

Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessments, particularly in high-stress and high-security contexts.

Work style:

- Is well-planned and organized even within a fluid working environment and has a capacity for initiative and decision-making with competent analytical and problem-solving skills.

Knowledge and skills:

- knowledge of LPF policies and procedures. Requires general information management and telecommunication skills and proficiency in information technology/ computer skills.
- Minimum of 2 – 5 years of humanitarian aid experience.
- Multiple language skills desirable. Graphics technical competencies required for this position
- High level of experience in developing information and communication related technical tools guidelines and systems.
- Qualifications and / or experience in professional information and communication-related fields.
- Strong assessment, evaluation, analysis, and strategic planning skills.
- Knowledge of Humanitarian /Human rights / Refugee Law.
- Basic knowledge of contract employment and experience and skills in recruitment and selection.

GENERAL INFORMATION

For an application to be valid, an applicant's Application letter and CV must contain the following information:

- Name of the Applicant (Must be the same as Name on Bank/Account Information)
- Gender
- Phone Number and/or Email Address and/or Contact address (Residential)
- Nigerian Government-Approved ID Card (Either NIMC/National ID, National Voter's Card, International Passport, or Driver's License)
- Indigene certificate (if Any)

- Birth certificate/declaration of age
- Language proficiency (List the Language and State your Proficiency level)
- Referee (minimum of 2 referees)

Other information

- The contract duration is 6 Months with possible extension upon satisfactory performance
- For an application to be valid, responsive References/Referees should be captured in the application with full and accessible contact information/details.
- Only applicants who scale through the prerequisite conditions will be invited for an interview.
- Interested applicants should submit the hardcopy of their resume, cover letter, and credentials at LPF Maiduguri Office **OR** send via email to Procurement@lindiipeacefoundation.org as a single file using the **position title as the subject of the mail**.
- All applications should be received on or before CoB **4th July 2024**. The application will be assessed on a rolling basis.