



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	Logistics Assistant
Job Type	Fixed Term
Qualification	Bachelor's degree or Higher National Diploma in Logistics, Supply Chain Management or any other relevant discipline.
Experience	Minimum of 2 years' experience working for a corporate organization. (Previous experience of working with an NGO sector is desirable)
Location	Borno, Adamawa and Yobe (BAY) State.

Duty Description:

The Logistics Assistant is responsible for handling Logistics activities including fleet management tasks, Warehouse & Inventory management tasks, and Asset management tasks, in accordance with the timescales set and agreed and LPF's systems, policies and procedures, to support our programmes to deliver outstanding results.

Job Description:

Fleet Management

- Ensure vehicles have current and lawful documentation.
- Supervise Drivers and assign a Driver for each vehicle and travel request.
- Receive travel requests, and maintain trip schedules and Staff Movement plan.
- Ensure that LPF and Hired vehicles are checked on a daily basis, and that regular service and maintenance is carried out as per agreed schedule.
- Track all vehicles on the fleet, including movement planning and day-to-day allocation.
- Manage service agreements related to vehicle maintenance and fueling.
- Monitor fuel consumption and submit monthly reports.

Warehousing and Inventory Management

- Supervise loading and offloading of delivery and distribution trucks.
- Receive commodities and/or items in good condition, Count and record the goods received with appropriate documentation.
- Update warehouse operation data into the Warehouse management software.
- Ensure proper warehousing of the goods received by type, shipment, expiry date...
- Keep the warehouse neat and clean; ensure pest control is in place and is monitored on a regular basis.
- Ensure proper stock inventory management and documentations.
- Check and maintain Store security measures, e.g. locks, windows, and maintain LPF key management policy.
- Report to the line manager and security focal point in case of problems.

Asset Management

- Ensure Field Office assets and GPE (General Programme Equipment) are checked and liaise with Asset Coordinator so that all changes are real-time updated into the master Asset Register or Asset management system.
- Support the Country Office Team (Asset Coordinator) in managing the full asset lifecycle and ensure the assets are handed over or disposed of on time and in an appropriate/sustainable way, in accordance with LPF and donor rules and regulations.

Team Management and Capacity Building

- Ensure effective line management of Drivers of the Field Office, including D2P (Develop To Perform) annual objectives set-up and evaluations, allocating responsibilities and tasks to available Drivers.
- Monitor Drivers' behavior and ensure high level of customer service.
- Work with Drivers to develop their technical skills and capabilities.

Governance, Systems, Tools and Processes

- Implement and ensure compliance to all our Fleet management, Asset management and Warehousing & Inventory Management Policies, Manuals, Toolkits and established Procedures.
- Set a strong tone from the top that fraud is unacceptable.
- Ensure that we are using recognized systems and processes, including (when available) ProFleet, TIM, e-Asset
- 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.
- 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 favours 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.

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

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
- HR Credentials (e.g. PHR from the HR Certification Institute)
- 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 hr@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 18th October 2024. The application will be assessed on a rolling basis.

