

Position:	Logistician
Supervisor / Line of reporting:	Admin/Finance Coordinator
	<p>TOR</p> <p>Position Objective</p> <ul style="list-style-type: none"> Secure the compound, properties and ensure staff safety <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> Ensure proper inventory of all NACP equipment and supply from the office and premises of the institution Carry out patrol during day and night times to ensure equipment, supplies are not taken away by unauthorized person(s). Report conditions that require investigation of staff members that are often seen to deputy for programs Ensure all offices are under lock and safe after staff departure. Distribute fuel oil, gasoline and other vehicles supplies to county for operations. Work with Drug Deport Focal Person to ensure rapid distribution of drugs and medical supplies from the Drug depot to health facilities throughout the county; Coordinate use of NACP vehicles in a rational and efficient manner, enforce coordination of site visits, monthly supervisor visits) to ensure maximum duration of vehicle and cost effective use of fuel. Ensure regular preventive maintenance and timely repair/replacement of all NACP equipment (computers, generators, air conditions) and vehicles. Submit request for fuel oil, gasoline, spear parts and other vehicle and equipment supplies to Accountant for review. Liaise with maintenance supervisor to coordinate activities relating to facility construction, renovation and repairs throughout the county. Performs other duties that are consistent with the functions of the position that may be assigned from time to time by the supervisor.
SUPERVISORY FUNCTIONS	<ul style="list-style-type: none"> Prepare and regularly check drivers or vehicles logbooks. Ensure that an inventory of NACP Team equipment and vehicles is available and up to date at all times. Oversee and organize all bidding documents and processes for projects.
EDUCATIONAL QUALIFICATION	<ul style="list-style-type: none"> BSc or BBA in Accounting, Logistics, Warehousing, Management or related field 1 year experience as logistics officer or similar position.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Ability to work as a team; and take initiative. Ability to manage multiple tasks with shifting priorities. Ability to work independently and manages stressful conditions. Excellent communication and interpersonal skills. Methodical, consistently demonstrating excellent attention to details.
Application procedure	<p>To apply: Candidates interested in this position shall submit their application to the Ministry of Health, located at Congo Town, Monrovia. Please submit your resume and cover letter to James Beyan, Director of Human Resources The job title of “Logistician” should be in the subject line of the email proumohsw@gmail.com and cc:mgdavis1966@gmail.com Applications can also be hand delivered at Room 318, MOH and addressed to Marvin Garbeh Davis, Sr. Asst HRD, MOH</p> <p>Deadline for Application: June 6, 2022 @2:00 PM / 1400 GMT</p> <p>A multi-disciplinary selection committee shall convene immediately upon the closure of the application window to review submissions. It should be noted that</p>

Position:	Logistician
Supervisor / Line of reporting:	Admin/Finance Coordinator
	only shortlisted candidates shall be contacted for further interviews. The successful applicant shall be notified through a written notification letter.

Staff Contracts

Name of Staff:	Melvina Thomas
Position:	Logistics Assistant
Supervisor / Line of reporting:	Admin/Finance Manager
	<p><i>TOR</i></p> <p><i>Position Objective</i></p> <ul style="list-style-type: none"> Secure the compound, properties and ensure staff safety <p><i>Duties and Responsibilities</i></p> <ul style="list-style-type: none"> Ensure proper inventory of all NACP equipment and supply from the office and premises of the institution

Name of Staff:	Melvina Thomas
Position:	Logistics Assistant
Supervisor / Line of reporting:	Admin/Finance Manager
	<ul style="list-style-type: none">• Carry out patrol during day and night times to ensure equipment, supplies are not taken away by unauthorized person(s).• Report conditions that require investigation of staff members that are often seen to deputy for programs• Ensure all offices are under lock and safe after staff departure.