



### General information

**Position Title:** Logistics Coordinator

**Country:** Nigeria

**Base:** Maiduguri with travel to Abuja, Monguno, and Lagos when required

**Duration:** Until June 2024, renewable subject to funds

**Start Date:** December 2023

**Closing date of the applications:** 30<sup>th</sup> November 2023

**Reporting to:** Country Director

### **Job requirements**

- At least 4 years of experiences as logistics Coordinator with NGOs
- Familiar with NGO standard procedures
- Solid prior experience working in complicated security and full remote contexts will be an advantage
- Experienced in logistics donors procedures and HR management
- Fluent in English
- Organized and good coordination / able to work under pressure
- Ability to work in a multicultural environment and to demonstrate gender-sensitive and non-discriminatory behaviour and attitudes
- Excellent communication skills
- Proven capacity to train others

***The Mentor Initiative is an equal opportunity employer and value diversity at its company. We ensure the constant non-discrimination throughout our recruitment process.***

***The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud.***

***The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.***

To apply, please send, in English and by mentioning “**Log Co NGA**” in the subject of the email, your CV, letter of motivation and details of three referees (including your most recent employer):

[recruitment@mentor-initiative.org](mailto:recruitment@mentor-initiative.org)

The MENTOR Initiative is one of the world’s leading non-profit organisation dedicated to the control of malaria and other vector borne diseases in emergency settings, operating across countries in west, central, and eastern Africa, the Middle East and South America. The organisation directly delivers large scale disease control interventions to the most vulnerable communities caught up in emergencies, and in parallel, also works to build the technical and operational capacity of local and international partners on the ground, to incorporate medium- and long-term disease control systems into their operations and country strategy.

The MENTOR Initiative is looking for a highly motivated, dynamic, and skilled person as its Logistics Coordinator for its Nigeria programmes.

The Logistics Coordinator is a member of the Country Management Team (CMT) and as such actively assisting the MENTOR Initiative in achieving programme objectives in a timely manner and strategically develop its support in response to identified needs on the ground. S/he works closely with the Country Director (CD), the finance coordinator and the technical coordinator in providing required logistics operational support as per logical frameworks and/or in accordance with the programme grant/award specifications. The Logistics Coordinator manages a team comprising of both expatriate and national logistical staff.

The Logistics Coordinator for the Nigeria programmes will work to provide logistical support to the MENTOR technical team within vector borne disease case management, vector control, organisation of emergency preparedness and response, and IEC/BCC. This post will work with MoH, UNHCR, other UN agencies, NGOs and FBO teams to help ensure that all vulnerable IDPs and refugee populations in target areas have access to quality malaria and other vector borne diseases case management and prevention. This will be achieved through a combination of support from the base in Maiduguri and from field basis.

The main responsibilities of this post include the following:

#### **Security**

- Carry out a full security assessment of the areas where MENTOR is operational.
- In close collaboration with the CD, coordinate and analyse security information received from the field, from team members in Maiduguri and from external stakeholders.
- In collaboration with the CD, ensure regular updates of security guidelines for the MENTOR team members in the Nigeria programme.
- Directly responsible for all logistical aspects of security management (hibernation kits, fence, vehicles, security training of drivers and guards, comms etc).
- Manage on a daily basis the movement plan of all staff.
- Be the first security point of contact for internal and external.

#### **Fleet management**

- Directly responsible for organising the increase of the MENTOR fleet. This includes purchase of second hand, suitable vehicles for the programme as well as rental when appropriate.
- Coordinate and ensure the follow up of the contract, the maintenance and repair of all vehicles. This includes long term solutions for quality maintenance by skilled people.
- Ensure the proper usage of vehicle logbooks, fuel consumption, daily / weekly routine checks etc.
- Keep current documentation, maintenance and insurance of all vehicles used by the MENTOR Initiative in the Programme.

#### **Procurement**

- In close collaboration with the HQ team, directly responsible for coordinating and follow up on all international procurement. This includes the preparation of all documentation required as per the MENTOR standard procurement procedure.
- Ensure that all procurement procedures are applied and respected at all levels.

- Directly responsible for all local procurement of programme entrants and operational support items. This includes supervising that MENTOR standard procedures are applied and respected at all levels for national procurement.
- Directly responsible, with the local logistical team, for the consignment and Customs clearance of goods and follow up on taxes exemptions process.
- Work in close collaboration with the HQ Grants Manager on all international procurements.
- Coordinate the logistical filing system to include all equipment manuals, maintenance schedules and logs documentation e.g. way bills, stock cards/requests, etc.

#### **Stock management**

- Ensure that MENTOR standard procedures are in place for stock management at all levels (stock cards, waybills, stock requests, inventories).
- Coordinate and ensure the maintenance and repair of all generators, communication equipment and IT equipment.
- Responsible for the regular maintenance of a complete, transparent and detailed list of assets. Ensure all The MENTOR Initiative Nigeria Emergency Programme assets are recorded and monitored / maintained.
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- Coordinate the logistical filing system to include all equipment manuals, maintenance schedules and logs documentation e.g. way bills.

#### **Office / accommodation maintenance**

- Ensure the procurement and maintenance of essential items for the bases in Maiduguri and Monguno (generator, internet, water supply, computers, communications equipment etc).
- In close collaboration with CD, ensure security precautions are adequate for all bases as per context requirements.
- If required, source secure warehousing facilities.
- Oversee selection/identification and maintenance of the office/accommodation facilities and their related utilities, ensuring safe and standard living and working conditions for all MENTOR bases.

#### **HR**

- Direct management of the MENTOR logistics team (logistics assistants, drivers, and guards) in the country.
- As required, organise for recruitment of logistics Team (such as log assistant, drivers, guards) and following MENTOR standard recruitment guidelines.
- Ensure capacity building and training on a regular basis of all logistic staff in Maiduguri and in the field.
- Ensure that the MENTOR code of conduct, Safeguarding policies and internal rules and regulations are adhered to and respected.

#### **Programme Support:**

- Train receiving agencies in necessary logistical requirements and ensure donor certificates are in place.
- Record distribution of materials to NGOs and MoH to NGOs geographic coverage / usage of materials.
- Support the logistical aspects of the programmes (distribution, IRS / larvicide and fly control campaign).
- Ensure back up logistics for the programmes as required.

- As required, provide logistically related information for proposals and budget designs for new grant submissions.

**Communication:**

**Internal**

- Maintain regular communication and collaboration with the Technical and Project Field Coordinators
- Ensure a good delegation and capacity building to the local staff under the direct responsibilities.
- Organize regular general team meetings as well as operational support meetings.
- Submit a summary report of activities carried out on a weekly basis. This report shall include identification of areas of weakness and strengths and recommendation for improvement in implementation and performance of the related tasks.
- Compile and submit bi-weekly/monthly MENTOR logistic reports.
- Contribute to MENTOR quarterly reports.
- Take part in annual report on the overall accomplishments, challenges and general analysis of the ongoing objectives in relation to the programme achievement.

**External**

- Support the CD in assessment of programmes when required.
- Assist the CD with field related information for external reports and/or donor proposals and in the creation of viable new proposals and budgets for future grants or Memorandums of Understanding.
- As required by the CD, represent MENTOR at State/National level meetings with the government and Health Partners to help inform and support a coordinated approach to disease control in Nigeria ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination meetings
- Ensure a transparent and efficient exchange of data, context reports etc. with relevant stakeholders.
- Any other related duties as may be assigned by the CD and agreed with the HQ Grants Manager / Programme Manager and/or the Senior Management Team.

As the MENTOR-Initiative is working in a constantly changing humanitarian aid environment, reasonable specific work duties may be requested that may not fit into the above job description, but which will help promote over all programmes goals and aims.