



General information

Position Title: Logistics Project Manager

Country: Central African Republic

Duration: Six months initially, renewable

Start Date: 15 May 2024

Closing Date: 10 March 2024

Reporting to: Project Coordinator

Job requirements

- At least four years' experience as logistician in emergency settings, including direct experience of security management
- Familiar with NGO working environments and standard procedures
- Familiar with donors' procedures
- Solid prior experience working in complicated security contexts will be an advantage
- Language: Fluent in English and French
- Organised and good coordination / project management skills
- Excellent communication skills
- Proven capacity to train others

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

The MENTOR Initiative is committed to promoting diversity and gender equality within the organisation, so we strongly encourage women to apply.

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 your CV, letter of motivation and details of three referees (including your most recent employer) to: recruitment@mentor-initiative.org

TERMS OF REFERENCE

Logistics Project Manager

The MENTOR Initiative ('MENTOR') is a humanitarian organisation specialising in disease control and improving access to healthcare in emergency settings across countries in Africa, the Middle East and South America. MENTOR is the leading organisation dedicated to the control of malaria and other vector borne diseases in complex, challenging settings.

MENTOR delivers large scale disease control interventions working with remote and underserved communities affected by emergencies such as conflict and natural disasters. We also help build the technical and operational capacity of local and international partners to incorporate medium- and long-term disease control systems into their operations and country strategy.

Tasks and responsibilities

Security

- Carry out a full security assessment of the areas where MENTOR is operational.
- In close collaboration with the SFP, coordinate and analyse security information received from the field, from team members in Bangui and from external stakeholders.
- In collaboration with the SFP, ensure regular updates of security guidelines for the MENTOR team members in the project.
- Directly responsible for all logistical aspects of security management (hibernation kits, fence, vehicles, security training of drivers and guards, comms etc).

Fleet management

- Directly responsible for organising the increase of the MENTOR fleet. This includes purchase of second hand, suitable vehicles for the mission as well as rentals when appropriate.
- Coordinate and ensure the maintenance and repair of all vehicles, motos and GEN equipment. This includes long term solutions for quality maintenance by skilled people.
- Ensure the proper usage of vehicle log books, 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

- Directly responsible for coordinating and follow up on all international procurement together with the SP (Supply Manager). This includes the preparation of all documentation required as per the MENTOR standard procurement procedure.
- Directly responsible for all local procurement of programme entrants together with the SM 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.

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 in collaboration with the log maintenances.
- Responsible for the regular maintenance of a complete, transparent and detailed list of assets
- Ensure all The MENTOR Initiative Programme assets are recorded and monitored / maintained.
- Coordinate the logistical filing system to include all equipment manuals, maintenance schedules and logs documentation e.g. waybills.

Office / accommodation maintenance

- In collaboration with the LogCo, oversee the identification and set-up of new bases as required. This includes coordination of potential renovation work, electrical fittings, sanitation etc.
- Procurement and maintenance of essential items for mission bases (generator, internet, water supply, computers, communications equipment etc).
- In close collaboration with LogCo, ensure security precautions are adequate for all mission bases as per context requirements.
- If required, source secure warehousing facilities.

HR

- Direct management of the MENTOR logistics team in the project.
- If required, organise for recruitment of logistical staff as required and following MENTOR standard recruitment procedures.
- Participation in / organisation of regular team meetings as required.
- Ensure that the MENTOR code of conduct and internal rules and regulations are adhered to and respected.

Programme Support:

- Support the logistical aspects of the project.
- Ensure back up logistics for the project as required.
- As required, provide logistically related information for proposals and budget designs for new grant submissions.

Other

- Provide logistical input to the regular internal sit-reps.
- Includes the possibility of transfer to another similar post in another MENTOR Initiative country programme within the period of this contract agreement.
- Any other duties as may be assigned by the project coordinator and the logistics coordinator.