



General information

Position title: Logistics Coordinator

Location: Central African Republic

Duration: One year

Start date: May 2025

Reporting to: Country Director/Grants Manager

Job requirements

- At least four years' experience as logistician in emergency settings, including direct experience of security management
- Familiar with NGO working environment 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
- Previous experience managing teams

The MENTOR Initiative is an equal opportunity employer and values diversity in the organisation. We ensure the constant non-discrimination throughout the recruitment process.

The MENTOR Initiative is committed to promoting diversity and gender equality and strongly encourages candidates from under-represented backgrounds 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: either LinkedIn or email CV, a letter of motivation and details of three referees (including your most recent employer) to recruitment@mentor-initiative.org

TERMS OF REFERENCE

Logistics Coordinator

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.

MENTOR is looking for a highly motivated, enthusiastic and skilled person as its **Logistics Coordinator** for its various country programmes.

The Logistics Coordinator is a member of the Country Management Team (CMT) and actively assists The MENTOR Initiative to achieve programme objectives in a timely manner and strategically develop its support in response to identified needs on the ground. The postholder will work closely with the Country Director (CD), the Finance Coordinator and the Technical Coordinators to provide required logistics operational support as per logical frameworks and/or in accordance with the programme grant/award specifications. The Logistics Coordinator manages a team comprised of both international and national logistical staff.

Tasks and responsibilities:

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 Bangui and from external stakeholders.
- In collaboration with the CD, ensure regular updates of security guidelines for the MENTOR team members in the mission.
- 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 rental when appropriate.
- Coordinate and ensure 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 track of current documentation, maintenance and insurance of all vehicles used by the MENTOR Initiative in the Programme.

Procurement

- In close collaboration with the HQ team and Finance Coordinator 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 procedures.
- Directly responsible for all local procurement of programme entrants and operational support items. This includes ensuring 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 tools and procedures are in place and implemented for stock management at all levels: logistics trackers and stock management tracker (stock cards, waybills, stock requests, inventories) and propose new tools when currently missing.
- In close collaboration with the medical team, ensure correct management of MENTOR pharmaceutical stock.
- 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 MENTOR 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 CD, 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 CD, 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 country.
- Put in place a proper and efficient organisation of the logistics department and when required organise the recruitment of logistical staff 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 and implementation

- Support the logistical aspects of the programmes.
- Ensure back up logistics for the programmes as required.
- As required, provide logistically related information for proposals and budget designs for new grant submissions.
- Preparation, implementation, follow up and reporting for all programme (specifically for the one logistics oriented) with the support of the CD in charge of the programme.

Other

- Provide logistical input to the regular internal sit-reps.
- Consider the possibility of transfer to another similar post in another MENTOR country programme within the period of this contract agreement.
- Any other duties as may be assigned by the CD / GM.