



The Somali Red Crescent Society (SRCS) is an independent, non-political humanitarian organization that was founded in April 1963 and was established with presidential decree No. 187 in 1965. It was then recognized by the ICRC in 1969 and in the same year became a member of the International Federation of the Red Cross and Red Crescent Societies.

The Society is looking for a qualified person to fill the following position:

Position Title: **LOGISTICIAN** Job location: **MOGADISHU**

#### **Key responsibilities:**

- The logistician performs all the logistic tasks (local purchase, fleet management, warehousing and transport/dispatch) falling under SRCS Mogadishu Coordination Office area of responsibility.
- Also responsible for designing, updating and enforcing logistics related policies and procedures- SOPs.

#### **Specific tasks:**

- Responsible for clearing visitors from the airport and prepares all documents for tax exemption and custom clearances.
- Centralizes updated inventories of all SRCS assets and submits quarterly inventory list to the supervisor.
- Manages and monitors the statistics on inventory in stocks on a monthly basis, including reconciliation of statistic reports of different sites.
- Ensures that all warehouses are up to the standard warehousing requirements.
- Develops guidelines for drivers, vehicle usage, lease, and rental policies.
- Responsible for all the transport arrangement requests and follows SRCS contracts with the transport companies.

#### **Minimum Requirements:**

- Bachelor's Degree in Logistics, Supply Chain, Business Administration or any other relevant qualifications.
- Minimum 2 years of field related experience
- Age: 30 – 55

### **Key Competencies:**

- Capacity to carry out complex activities.
- Good communication and negotiation skills.
- Ability to work independently and sense of initiative.
- Excellent command of spoken and written English and Somali.
- Capacity to develop and maintain a good working atmosphere and Willingness to learn.
- Able to work over time when needed and able to cope with stressful situations.
- Undertake any other activities that may be requested by the supervisor.
- Excellent computer skills (Word and Excel) and affinity with logistics systems/databases.

### **How to Apply:**

Interested and qualified **Somali Nationals** can either apply by email or by sending their hard copy applications to the SRCS Coordination Office in Mogadishu. **Applications must include a cover letter, CV, certificates and other testimonials.** Incomplete applications will not be considered.

### **Hardcopy Applications should be addressed to:**

Administration Director, SRCS Coordination Office, Zobe Junction, EX-Danwadaagaha Building, **MOGADISHU**

Softcopy applications should be emailed to [srcshrm@gmail.com](mailto:srcshrm@gmail.com). Please indicate the position title in the subject line of your email message.

**The submitted hard copy documents will not be returned to their owners, so that do not submit originals. Original documents will be asked when needed.**

**Applications should be received on or before 5<sup>th</sup> May 2017 at 02:00 PM Local Time. Late applications will not be considered.**