The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance. The ICRC also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

LOGISTICS ASSISTANT
GAROWE
RE ADVERTISEMENT

About the Job
The logistics Assistant contributes to operational efficiency in logistics department by providing day to day support in Air operation activities and fleet management which will include daily monitoring of vehicle movement, analysing fuel consumption, and regularly updating the Fleetwave. The Logistics Assistant provides support in accordance with logistics standards, ICRC rules, financial procedures, and regulations.

This is a national/resident position based in Garowe.

Duties and Responsibilities
- Assists in the planning and coordination of fleet operations, including the allocation of vehicles and drivers for various missions and activities.
- Maintains an up-to-date overview of the fleet, including vehicle availability, maintenance schedules, and fuel consumption.
- Collaborates with other departments in forecasting and addressing the transportation needs of the organization.
- Monitors the condition of the fleet and generators and ensures regular maintenance and repairs are carried out in a timely manner.
- Monitors fuel consumption patterns and identifies potential areas for optimization and cost-saving measures.
- Maximizes fleet efficiency and effectiveness through planned resource allocation and maintenance.
- Ensures compliance with ICRC fleet management policies, procedures, and guidelines.
- Monitors vehicle movement in the field to ensure full utilization and creates fleet safety awareness to all ICRC drivers.
- Analyses and mitigates against fleet risks (loss or damage of assets and safety hazards) in volatile regions.
- Processes all the fleet related invoices for payment and avails all the required support documentation to the fleet team in Nairobi.
- In liaison with the handling company and aviation authorities at the airport and immigration department, facilitates Air operations activities.
- Supports in Air operation activities by receiving cargo and passengers from the airport and facilitating their transportation to the office.
- Prepares regular reports on fleet activities, including vehicle utilization, maintenance costs, and fuel consumption.
- Conducts yearly fleet inventory checks and reports if any discrepancies.

Minimum qualifications and required competencies
- Diploma in Business management, Procurement, Supply chain management or any other related field
- 2 years' work experience in a similar field of activity
- Fluent in written and spoken English and Somali
- Excellent organizational and analytical skills
- Good communication and planning skills
- Proficiency in Ms Office suite (especially Word and Excel)
- Holder of a valid Driving licence; desirable
- Good knowledge of political, social, and cultural affairs of the assigned region

We Offer
- A challenging job opportunity within a dynamic work environment in an international humanitarian organization
- Training and development opportunities
- A competitive salary with benefits, based on the ICRC Compensation and Benefits framework.

How to apply
Apply by sending your cover letter and CV addressed to the **Human Resources Manager, ICRC Somalia Delegation,** on the email address **sokrecruitment@icrc.org**. Your cover letter *must* indicate your current salary and your expected salary range. The closing date is **6th October 2024**. **Clearly indicate the position title Logistics Assistant Garowe in the subject line of your email message**. **Female candidates are encouraged to apply.**

NOTE THAT ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.
Please note that only short-listed candidates will be contacted and canvassing will lead to automatic disqualification. Any enquiries about the position should be addressed to ***sokrecruitment@icrc.org.***

Click on the link for information on data protection: *Personal data protection information*

The ICRC values diversity and is committed to creating an inclusive working environment.