

# **Procurement/Logistics Assistant Job Description at First Step Action for Children Initiative (FSACI)**

## **Job Overview:**

Under the overall supervision of the Executive Director and the technical guidance of the Procurement and Logistic Officer the successful candidate will be responsible and accountable for Monitoring current inventory, ordering supplies, stock entries and Scheduling delivery activities for FSACI Offices in Yola, Adamawa State. In coordination with FSACI's Procurement Unit, she/he will carry out procurement and supply chain tasks in accordance with instructions, regulations and rules which governs FSACI's management of resources related to procurement in Humanitarian within Nigeria context.

## **Required Qualifications and Experience:**

**Education:** Bachelor's degree in business administration, Management, Logistics, Procurement, Accounting or a related field from an accredited academic institution with more than two (2) years of relevant technical and professional experience in Logistics and Procurement.

## **Skills:**

- Extensive knowledge of humanitarian non-profit organizations, procurement and financial rules, as well as SAP elements as they apply to procurement and logistics.
- Extensive knowledge in store keeping, supply chain and logistics.
- Computer Skills: Excellent knowledge of the MS office software including Word, Excel, Outlook, web search and data mining.

## **Key Responsibilities:**

- Assist in Implementing procurement processes and logistics operations for the project, including grants, strictly following all rules and regulations as well as all stipulations established by Nigerian law.
- Assist in review and recommend changes to procurement policies and procedures as required.
- Maintain procurement processes according to FSACI's procurement policies.
- Manage/maintain a registry and file system for procurements to allow for efficient document and process audits.
- Maintain the privacy of grantees and vendors.
- Maintain procurement files, including proposals, evaluations, award documents, official contracts, and correspondence on all procurements, following policies and local law.
- Provide training on procurement and delivery of goods and services to program team, grantees, and beneficiaries as it pertains to established protocols by the project and local law.
- Assist in supervising and verifying the procurement of materials according to the context and or/needs of the beneficiary, community and/or project.
- Stock & warehouse management

- Design and prepare Terms of Reference and/or technical specifications for materials, goods, and services, for contracts, acquisitions, and procurements, in collaboration with the program team. Ensure presentation of sufficient selection that meets requirements of quality assurance, delivery, and transparency.
- Work with local, national, and international vendors of goods and services to ensure quality, maintain professional distance required to ensure high ethical standards.
- Ensure competitive procurements by attracting potential vendors for the purchase of goods or services either through direct, bid invitation, or other mechanisms that ensure high standards of transparency.
- Verify quality and quantity of products according to the context and/or needs of the beneficiary, community, and/or project.
- Assist in processing procurements according to respective rules and regulation
- Coordinate delivery logistics with program team and/or grantees to obtain the required permits including delivery receipts.
- Assist in management of fleet and logistics related contracts for quality of services offered by outsourced fleet service provider.
- Coordinate transportation, permits, authorizations, insurance, loading and unloading of goods/materials, and financial allocation or related expenses under grants.
- Prepare budgets, solicit quotations, negotiate, conduct analysis, and recommend vendors for delivery of goods and materials to grantees.
- Communicate all delivery schedules corresponding to grant and operations procurements, including the projection of related expenses.
- Verify deliverables are complete and done in a timely manner.
- Perform other tasks, as assigned by the Project Manager/Executive Director.

**Application Closing Date *3<sup>rd</sup> March***  
***2024.***

### **Method of Application**

Interested and qualified candidates should send their Resume and Cover Letter to:  
[recruitment@first.org.ng](mailto:recruitment@first.org.ng) using the Job Title as the subject of the mail.

### **Note**

- Only qualified candidates will be contacted.
- Our employees enjoy a work culture that promotes diversity and inclusion
- FSACI provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, colour, religion, gender, national origin, age, disability, or genetics.
- This is an emergency recruitment, and we are looking to fill this role as soon as possible. Candidates available to start immediately are highly preferred.
- Qualified women are strongly encouraged to apply.