



JOB DESCRIPTION

Job Title: LOGISTICS OFFICER

Department: LOGISTICS/SUPPLY CHAIN

Reports To: LOGISTICS/SUPPLY CHAIN MANAGER

Prepared Date: 1/7/2018

ESSENTIAL JOB DUTIES/SCOPE OF WORK:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

JOB PURPOSE

The Logistics Officer is responsible for coordinating, consolidating, and ensuring smooth implementation of and adherence to logistic and procurement procedures, Fleet management warehouse activities and provides logistical support to DAMA Projects in Iraq.

DUTIES AND RESPONSIBILITIES:

Fleet Management

- Organize the daily and weekly movement planning;
- Supervise the drivers, and report any problem to the Base Logistician
- Ensure follow-up of the fleet (repairs, maintenance, use) ;
- Manage the administrative issues for fleet (rental contracts, insurance, and other documents).
- Make sure that all safety / security rules implemented and followed (First Aid Kit, vehicles in good condition)
- Manage the Transportation of goods in and out.
- Responsible for the ICT equipment's and ensure the procedures and follow the policy.
- Ensure installation, maintenance, repairs of the equipment (including computers, printers and photocopy machine as needed).
- Manage the archiving of Equipment documents.
- Keep record of running cost & maintenance of printers / photocopiers and other ICT equipment



Management of Premises & Procurement

- Make sure that all utilities are functional and available (Electricity, Water, Gas, phone, internet etc.)
- Make sure all premises equipped with first aid kit and fire extinguisher
- Make sure all premises are secure and protected from all threats (theft, electric surge, fire etc.)
- Undertake the renovation and maintenance of structures needed (programmes, offices, Guest houses, warehouse)
- Follow up the PHCC's Power Generators (when proper DAMA generator will be set up) :
- Control and justify generator monthly cost, through regular checks of Generator consumption follow up tool ; for (office Generator, Guest House Generator, SC generator)
- Participating in Establish and maintain efficient Warehouse Management at DAMA managed facilities. This includes training of staff in proper procedures and setting up of warehouse, i.e. Stocktaking, stacking techniques, shelving, pest control etc.
- Asset management, including control of asset requisition, movement, and upkeep of an assets list etc.
- Ensure that all procurement is done according to DAMA policies and guidelines and that the paper-trail is always intact.
- Follow up with suppliers and contractors to ensure timely and effective supply and delivery of goods, services and works, collect the quotations.
- Communication with relevant departments on procurement status on daily and weekly bases.
- Supervising the daily workers ,WH assistant ,and guards

Reporting

- Make a monthly report on vehicle cost, use and maintenance (expenditure as well if rental contract change)
- Make a monthly report on equipment inventory and IT situation.
- Follow up with suppliers and contractors to ensure timely and effective supply and delivery of goods, services and works.
- Prepare monthly/quarterly reports by: updating inventory lists, stock report, and procurement tracking sheet and update the project on procurement status report
- Follow and implement all the logistics activities
- Any other duties assigned by the Line Manager.



Other

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

DISCLAIMER STATEMENT

As an employee in the above referenced position, I have read, understand, and agree to abide by the job description stated within.

Employee Signature

Date