



# Doctors Aid for Medical Activities (DAMA) Organization

## منظمة اطباء مساعدون للنشاطات الطبية

### Vacancy Announcement

Vacancy Title	Logistics Officer
Number of Posts	1
Type of Contract	Employment
Duration of Contract	1 Month (Extendable)
Duty Area(s)	Erbil Governorate
Posting Date	21/8/2019
Closing Date	25/8/2019
Recruitment Type	Urgent

#### **ABOUT US**

Doctors Aid for Medical Activities (DAMA) is a non-profit, non-governmental local Iraqi organization founded in Erbil-Kurdistan region of Iraq under the decree of the directorate of NGOs registration in Kurdistan & the Federal Government of Iraq, on the basis of serving, supporting, and motivating the surrounding community and the internally displaced people in Iraq. DAMA aims to provide high quality medical care to disadvantaged individuals along with spreading awareness on healthy living and disease prevention.

#### **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.

## **PERSONAL QUALIFICATIONS**

- Fluent in English, Arabic and Kurdish
- Bachelor's Degree in Administration is preferred
- Previous experience in a similar position, ideally within NGOs/INGOs.
- Excellent computer skills (emails, typing, usage of printers, etc)
- Ability to multi-task and to give attention to details.
- Ability to work hard, under stress, to take initiative.
- Punctual, honest and reliable.

## **HOW TO APPLY**

Only motivated candidates that address the stipulated duties and meet requirement qualification will be contacted for an interview and processed according to DAMA Human Resources policies and procedures

DAMA is an equal opportunity employer and reserves the right for all candidates to apply to its vacancies without any discrimination.

For those who have the potential and the job requirements, please send your updated resume (In English) with subject line marked "**Logistics Officer - Erbil**" to [jobs.dama.iraq@gmail.com](mailto:jobs.dama.iraq@gmail.com) no later than **(24/8/2019)**.

DAMA reserves the right to recruit any suitable one before the above dead line for application. Only CVs with Word or PDF format will be accepted