



ALLIANCE FORUM FOR DEVELOPMENT (AFOD)-UGANDA

TERMS OF REFERENCE FOR THE POSITION OF LOGISTICS ASSISTANT

Job Title: Logistics Assistant

Direct Supervisor: Reporting to Food Distribution Manager/Nutrition Officer

Position Type: Full time

Number of positions: 2

Location: Moyo/Obongi and Kiryandongo field office

Job summary:

Coordinate day to day Logistics operations with key stakeholders – AFOD& WFP staff and transporter ensuring proper handling, timely and efficient delivery of food commodities to beneficiaries at FDPs/Health Facilities.

Duties & Responsibilities.

1. Working with the Program Support Assistants/Nutrition Assistants to support in timely requesting, receiving of food commodities and supplies to FDPs/Health Facilities.
2. Ensure accurate daily and weekly reports on food and NFIs under the custody of AFOD is shared with WFP and ensure that internal control systems are functioning and that all relevant records are maintained.
3. Report timely any anomaly encountered from/by transporters in the delivery of food commodities to FDPs/Health facilities.
4. Ensure utilization of approved WFP/AFOD documents for all food commodity transactions as per WFP rules and regulations (waybills, stock reports, loss reports etc.).
5. Ensure daily and monthly reconciliation of stock reports with the commodity-tracking unit, including LESS reporting.
6. Ensure FDP staff/Storekeepers at facilities are prompt in effecting segregation of damaged food consignments/stocks and these are stacked separately for immediate reconditioning/reconstitution.
7. Conduct regular inspection of commodities under storage and report any anomaly.
8. Conduct inventory and collate monthly inventory reports.
9. Institute loss mitigation measures, loss analysis and reporting,
10. Follow up spoilt food disposal authorizations, execution and ensure the documents are kept for audit purposes.
11. Actively participate in training staff on storage procedures and practices as necessary.



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12. Ensure that food and non-food items (NFI) are controlled and accounted for according to WFP procedures.
13. Regularly monitor and supervise the activities of storekeepers and casual laborer's at the FDP.
14. Offer support to logistics operations and activities, following standard processes and facilitating, directly or indirectly, the effective delivery of logistical assistance to program implementation.
15. Respond to a variety of technical queries/requests for support, following standard processes, and obtaining guidance as required, to ensure timely and accurate resolution of all enquiries with a high standard of client service mind-set.
16. Manage fleet at field office
17. Perform any other duties as deemed necessary.

Minimum qualifications

Education

- Must hold a University Degree in either of the following fields: Business Administration, Procurement & Logistics, Computer Science, Statistics or any other related field obtained from a recognized Institution Or a Diploma in Accounts, Procurement & Logistics, Computer Science, Statistics or any other related field obtained from a recognized Institution, coupled with 6 year or longer relevant working experience.

Experience

- A minimum of four years relevant working experience in a relevant field gained from a reputable organization.

Core Competences

- Good working knowledge and experience with Microsoft Packages and other Networking Operating Systems.
- Excellent command of both written & oral English is essential.
- Ability and willingness to live and work in remote field locations under basic conditions.
- Well-developed interpersonal and team skills.
- The ability to present concise reports, sometimes on short notice.



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Application: Address your application to the Human Resource Officer, AFOD Uganda. Include a cover letter, vacancy reference, CV (with 3 referees and their functional email & contacts) and copies of academic qualifications/certificates. Clearly state only the **Position as the email subject** line. Send your application by email to recruitments_ug@afodi.org or by hand delivery to AFOD offices listed below:

1. Adjumani field office located on Kelvin Road Karoko Village Biyaya Parish Adjumani Town council.
2. Moyo Town Field Office. For Obongi drop at the Palorinya base camp, Obongi District
3. Koboko field office located at Lipa Village – Near Koboko Parents Senior Secondary School.
4. Kiryandongo District Headquarters, Office of the DHO-District Health office.
5. Kampala Country Office located on Block 216 Plot 3973 Kanfirst Drive-Canon Road, Off Kyambogo Road Buye -Kigowa Ntinda.

Deadline for submission: Application should be submitted before or by 5:00pm EAT on 24th July 2023.

AFOD is a smoke free, and equal opportunity employer, any form of lobbying will lead to automatic disqualification of a candidate.

Warning!! Be aware of Fraudsters, AFOD-Uganda does not charge money or any kind of bribe at any stage of the recruitment process.

