



Issued on: 07 MAY 2024

Deadline For Application: 22 May 2024

JOB TITLE: Logistics Assistant

TYPE OF REQUISITION: PSA.NAT
DUTY

ORGANIZATIONAL UNIT: FAO REPRESENTATION IN LIBERIA (FRLIR)

STATION: Monrovia, Liberia
DURATION: 11 months (with possibility of extension subject to availability of funds)

IMPORTANT NOTICE: Please note that Closure Date and Time displayed above are based on date and time settings of your personal device

- [FAO is committed to achieving workforce diversity in terms of gender, nationality, background and culture](#)
- [Qualified female applicants, qualified nationals of non-and under-represented Members and person with disabilities are encouraged to apply](#)
- [Everyone who works for FAO is required to adhere to the highest standards of integrity and professional conduct, and to uphold FAO's values](#)
- [FAO, as a Specialized Agency of the United Nations, has a zero-tolerance policy for conduct that is incompatible with its status, objectives and mandate, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination](#)
- [All selected candidates will undergo rigorous reference and background checks](#)
- [All applications will be treated with the strictest confidentiality](#)

Organizational Setting

The key mission of the FAO Country Offices, which are headed by the FAO Representatives, is to assist and support national governments to develop policies, strategies and programmes and projects to accelerate the implementation and achievement of Sustainable Development Goals in the area of FAO's global mandate and Strategic Objectives.

The Logistics (Fleet and Premises) Assistant undertakes logistics-related support activities of medium complexity. He/she ensures quality, transparency, and consistency of processes. The job role requires in-depth knowledge and interpretation of policies, procedures, and practices related to logistics management. The incumbent provides procedural guidance to other staff in the Organization as and when needed.

Reporting Lines

Under the direct supervision of the Assistant FAO Representative for Administration, and the general supervision of the FAO Representative in Liberia, the incumbent shall perform administrative support functions, which may include supervision of fleet staff engaged in transportation indicated by the requirements and structure of the Organization.

Technical Focus

The Logistics Assistant is responsible for the logistical support activities of the Country Office. The incumbent provides and coordinates broad administrative support functions in the areas of logistics. S/he ensures a high level of performance of these functions.

Tasks and responsibilities

- Provide day-to-day logistic support as requested to ensure smooth operation of FAO activities in the field.
- Receive and check deliveries of all goods/services to ensure that the correct amount and type of stock is delivered.
- Sign delivery notes upon receipt of goods.
- Provide support to arrange local official travel of all FAO staff, and other relevant parties, which includes, ground transportation arrangements, hotel reservations, Travel Authorization, security clearances, and other documents.
- Arrange for timely repairs/servicing of office vehicles, motorbikes, and other office machinery.
- Check and record daily logs and fuel consumption for FAO and rented vehicles.
- Assist in providing logistic and administrative support to workshops and training sessions.
- Manage and monitor the performance of all FAO vehicles in the field to achieve maximum utilization, vehicle routing, and scheduling for the timely movement of personnel and cargo to the field.
- Carry out Scheduled Maintenance and Repair, Overhaul, Reconditioning, and Modifications, in the most efficient manner with the ultimate objective to ensure that all vehicles are maintained to a high standard and roadworthy condition.

- Responsible for overseeing the Materials Management aspect of the operation and in particular the controlling, justification, and issuance of Spare Parts, tires, lubricants, and consumable Materials at the Area offices and Sub offices level.
- Assist in the preparation and processing of payments against purchase orders and contracts upon satisfactory delivery of goods and services and vehicle maintenance repairs conducted.
- Responsible for forecasting and requisitioning of spare parts: Preparation of orders for spare parts tires and materials required for the operation and submit these requests for approval by the AFAOR/A.
- Assist in the preparation of all sorts of contractual agreements with facility owners and service providers i.e. Service Contracts and Lease Agreements, in accordance with MS 502
- Supervise and ensure that the entry and exit of goods from the FAO warehouse are properly controlled and recorded.
- Supervise and ensure that storage and warehousing of all inputs procured under the projects are arranged in an orderly manner to facilitate identification of goods stocked.
- Be in charge of the organization of FAO's storehouse, keeping an updated record of all supplies in close coordination with the Procurement Specialist, ensure that the satisfactory delivery of goods and services is properly done before clearing any payment.
- Be in charge of customs procedures providing all required documentation for clearances through Government Ministries for procurement ensuring timely arrival in country.
- Assist in arranging clearance of the consignments such as preparing Tax exemption, certificates and necessary permits of Government.
- Advise the AFAOR/A of any administrative-specific issues or improvements.
- Perform other duties as requested by the supervisor.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- University degree in Business Administration or Logistics/transport-related studies.
- At least 3 years of experience relevant experience in logistics or procurement, including staff supervision at the national or international level.
- Working knowledge of English.
- National of Liberia or resident of the country with valid work permit.

FAO Core Competencies

- Results Focus
- Teamwork
- Communication
- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Work experience in more than one location or area of work (progressively responsible accounting/administrative and clerical experience)
- Computer proficiency in use of standard MS Office packages (Word, Excel, PowerPoint), office suite

Selection Criteria

- Very high skills/knowledge of background related to the ToR's requirements
- Experience with UN, and other International Organizations would be an asset.
- Liberian National

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

ADDITIONAL INFORMATION

- FAO does not charge any fee at any stage of the recruitment process (application, interview, processing)
- Please note that FAO will only consider academic credentials or degrees obtained from an educational institution recognized in the IAU/UNESCO list

- Please note that FAO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed at <http://www.whed.net/>
 - For more information, visit the [FAO employment website](#)
 - Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.
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HOW TO APPLY

- To apply, visit the recruitment website at [Jobs at FAO](#) and complete your online profile. We strongly recommend that your profile is accurate, complete and includes your employment records, academic qualifications, and language skills
- Candidates are requested to attach a letter of motivation to the online profile
- Once your profile is completed, please apply, and submit your application
- Candidates may be requested to provide performance assessments and authorization to conduct verification checks of past and present work, character, education, military and police records to ascertain any and all information which may be pertinent to the employment qualifications
- Incomplete applications will not be considered
- Personal information provided on your application may be shared within FAO and with other companies acting on FAO's behalf to provide employment support services such as pre-screening of applications, assessment tests, background checks and other related services. You will be asked to provide your consent before submitting your application. You may withdraw consent at any time, by withdrawing your application, in such case FAO will no longer be able to consider your application
- Only applications received through the FAO recruitment portal will be considered
- Your application will be screened based on the information provided in your online profile
- We encourage applicants to submit the application well before the deadline date.

If you need help or have queries, please create a one-time registration with FAO's client support team for further assistance:
<https://fao.service-now.com/csp>

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