

POSITION DESCRIPTION

Job Title : Logistics Officer

Department : Preparedness and Response Unit

Division : Office of Disaster Preparedness and Management

Reporting to : Operations Manager

Supervising :

Role : Reporting to the Operations Manager, the incumbent is required to contribute to the logistical responses and target the Ministry/Unit, and aid in the effective planning and implementation of same. Duties include: appropriate inspection, assessment, inventory, planning and coordination of critical and non-critical resources available, effective dissemination of appropriate resources in response to declared disasters/emergencies, provision of directive to stockpile managers to ensure commodity delivery within designated time frames and providing accountability for inventory management, transportation and disposal and warehouse operations.

Duties and Responsibilities :

- Represents the ODPM on National Sub Committees (national or regional).
- Coordinates and manages the delivery of relief supplies to seaports, airports or affected areas within designated time frames (national or regional).
- Support procurement activities by identifying reliable suppliers, requesting quotes (RFQs), analyzing bids, and processing purchase orders (POs) aligned with organizational budgets.
- Negotiate prices, delivery schedules, and credit terms. Maintain a preferred supplier database to ensure continuous, high-quality supply

- Assists in planning logistical responses to declared disasters, including airlift, sealift and local purchase of disaster relief supplies.
- Performs annual inspection and physical inventory of all ODPM stockpiles.
- Assists the Operations Manager with the development and implementation of a national logistics plan.
- Develops and maintains complete information system that produces reports and provides accountability for inventory management, replacement, transportation, disposal and total control of every aspect of handling, storage and warehouse operations.

**Knowledge, Skills
and Abilities :**

- Knowledge of logistics and procedures such as SUMA to ensure appropriate support.
- Knowledge of inventory control and management.
- Good analytical, computer, technical writing and communication skills.

**Minimum
Qualifications and
Experience :**

- Bachelor's degree in Logistics, Supply Chain Management or an appropriate field with computer skills.
- Minimum of 2 years experience in providing logistics services to an organization.
- Procurement Certification (CIPS Level 3 and above) would be considered an asset.
- Any equivalent combination of training and experience.

**Special
Requirement :**

- Expected to be on call 24/7 and respond to emergencies.