

Job Description – Logistics Assistant	
TEAM/PROGRAM: Child-Centered Innovative Resilience Outreach Project	LOCATION: SUVA
GRADE: Salary Band I	
<p>INTRODUCTION:</p> <p>Save the Children International (SCI) is the world’s largest independent child rights organisation, making a difference to children’s lives in more than 120 countries. From emergency relief to long-term development, Save the Children promotes a child’s right to development, survival, participation and protection.</p> <p>Save the Children was established in Fiji in 1972, with a core focus on promoting equity in education and advancing children’s rights in accordance with the United Nation’s Convention on the Rights of the Child. Currently Save the Children Fiji (SC Fiji) employs 34 staff across two offices in Suva and Labasa. SC Fiji thematic programs include Education, Health, Child Protection and Participation, Child Rights, Disaster Risk Reduction and Humanitarian Response.</p> <p>The Child-Centered Innovative Resilience Outreach Project funded through the Pacific American Fund (PAF) is a 28 months Project (March 2023 to June 2025), which focuses on child-centered innovative holistic approaches that will address the challenges faced by remote communities and schools in the two primary sectors; Environment, and WASH, which are interlinked addressing issues relating to the sectors which are affecting the remote communities. the Project aims at enhancing environmental health through better WASH practices, enhance community livelihood along with efforts to safeguard biodiversity, reducing the vulnerability of communities, including the marginalized group, all integrated through a child protection-based approach and thus enable the implementor and funder to assist 50 remote communities; 19 communities in the Western Division and 31 communities in the Northern Division. The project outcomes will contribute to SCF’s 2022 to 2024 strategic priorities name goals on Health, Protection and Safety Net and Resilience.</p> <p>The Project location will be in Fiji Islands, Northern (Macuata and Cakaudrove) and Western Division (Ba) and project officers will be based in the SCF North and West Office with the Project Manager centrally (Suva) located with occasional travel to Western and Northern offices. Direct Beneficiaries of the project is proposed to be 4000 community members and Indirect Beneficiaries (20,000) (Est of 5 members per household).</p>	
<p>ROLE PURPOSE:</p> <p>The primary focus of the Logistics Assistant will be to support logistics functions to support the implementation of the PAF project and setting up and abiding with SC Fiji best practice and procedures for [procurement, receipt, dispatch and storage of all materials and supplies and reporting. Logistics activities are coordinated as per SC Fiji logistics and Procurement manuals and policies and the donor compliance is applied to full in all programmes and reports are submitted on a timely manner.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Logistics Coordinator</p> <p>Staff directly reporting to this post: None</p>	
KEY AREAS OF ACCOUNTABILITY	
<p>I. Stock Management/warehousing</p> <p>Monitor the suitability of the warehousing spaces to ensure no damage to stocks. Exercise continuous risk assessment and vulnerability of stocks management and come up with the sufficient preventative measures and systems for fraud and damage prevention.</p> <p>Ensure that stocks utilization and replenishment systems are adequate to both logistics procurement and delivery capacity and programme implementation</p> <p>Responsible for online database entry of all stock movement and reporting</p> <p>Supervise the warehouse staff organizational and filing of the paperwork</p> <p>Liaise with programmes on schedules of distribution and other site requirements for labour assistance</p> <p>Digitize and maintain all field stock records into SC Fiji standard format</p> <p>Ensure that all stock records are maintained to a good standard in all locations</p> <p>Work with the Logistics staff on the packing and shipping of supplies to all field sites as required</p> <p>Ensure that all cargo is packed and labelled in accordance with SC Fiji policy for transit stock</p>	

Provide an overview of all between locations, when and if needed to save time on deliveries and to ensure best utilization of stocks

Ensure that good practice on quality control of all received and supplied goods in transit and finally stores is in place and all the field warehouse officers are trained and constantly updated on same

Work close with Logistics Coordinator on good practice, cost efficient and time effective procedures on moving stocks from procurement centres through transit stores and all the way to the final destination Assist in prioritizing stocks for movement; ensure warehousing capacities at source and transit locations is suitable and adequate for supplies.

2. Purchasing

- To ensure that procurement practices in country are compliant with SC Fiji and donor regulations.
- Facilitate procurement processes, so that they meet timely requirements for programme and that status updates are communicated to programme and country office.
- Ensure that best value for money is obtained.
- Ensure that procurement plans and activities are monitored and report to Logistics Coordinator if any delays or problems have occurred.
- To follow all practices in relating to fraud policy and make sure that all is adhered to in an appropriate manner.
- Adhere to the Procurement Policy as and when required
- Ensure correct and complete submission of procurement documents to Finance on a timely manner.

3. Miscellaneous Duties

The Logistics Officer will assist with various duties including, but not limited to:

- Support the general logistics team
- Assist in distributions
- Other duties as assigned by Logistics Coordinator.
- The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience
- Coordinate and work with other teams on transport arrangements including work errands for Finance.

SCI VALUES & DEMONSTRATED BEHAVIOURS ~ Our Values in Practice

<p>Accountability: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.</p>	<ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Is committed and actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Demonstrates personal drive and is able to set own goals and objectives.
<p>Ambition: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.</p>	<ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities.
<p>Collaboration: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.</p>	<ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player, is cooperative and encourages collaboration. • Easily gains trust and support of peers.
<p>Creativity: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.</p>	<ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace.

<p>Integrity: We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children.</p>	<ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings and admits mistakes. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with SCF policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Doesn't misrepresent him/herself for personal gain.
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QUALIFICATIONS AND EXPERIENCE

Essential:

- Diploma in Business Administration or related field. Experience in Logistics management in similar settings may be considered in lieu of professional qualifications.
- Experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, fleet management, asset management, communications, and security
- Ability to analyse complex information, and make clear, informed decisions
- Experience of advising and supporting others at all levels with logistics aspects of a programme
- Ability to build relationships quickly with a wide range of people, both internally and externally
- Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities.
- Strong communication (written and spoken), and interpersonal skills in English.
- A valid class 2 driver's license

Additional:

- Any offer of employment at SC Fiji will be subject to a satisfactory National Police Record Check and Working with Children Check
- The post holder will be expected to carry out their duties in accordance with the SC Fiji Equal Opportunities and Diversity policies and procedure and Health and Safety policies and procedures
- Employees must sign onto SC Fiji's Child Safeguarding Policy and Code of Conduct.
- Some out of hours work and periodic travel will be required in this position.
- Ongoing performance and employment will be measured against Key Performance Indicators, values and demonstrated behaviours outlined above.

<p>Date of issue:</p>	<p>Author: Shairana Ali</p>
<p>Signed: Shairana Ali, Chief Executive Officer</p>	