



**Concern for Women and Children Development Foundation (COWACDI)**  
**No. 26 opposite Save the Children Office, Benue Avenue, Old G.R.A Maiduguri, Borno State**

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## Logistics/Fleet Assistant

### Background

Concern for Women and Children Development Foundation (COWACDI) is a woman-led organization born out of passion for the wellbeing of Women and Children in Nigeria. It has a special interest in mitigating the suffering of the vulnerable persons (mostly Women & Children) in times of crisis. Currently the organization has focused its attention on the North East of Nigeria with special emphasis in Borno, Yobe and Adamawa states (the BAY states) due to the decade old crises. COWACDI intervenes through community-based approach in addressing Gender-Based Violence prevention and response programmes, child protection, peace-building programmes and empowerment of youth and women. Since its establishment in 2005 has been implementing humanitarian and developmental interventions in Protection, Peace Building, Housing Land & Property (HLP), Non-food Items (NFI), Livelihood. These interventions have directly targeted over 8000 vulnerable children, women, girls and boys as well as people with disabilities. Determined to expand her interventions to reach more vulnerable groups in the conflict area, COWACDI will be implementing Fostering Inclusive, Gender-Responsive Youth Employment in the Green Economy project in partnership NRC. COWACDI operates with full respect for humanitarian law and works with concrete policies and principles of international standard such as humanity, Do no harm, impartiality, neutrality and independence and accountability to affected population and **Zero Tolerance to Fraud**.

**We are recruiting to fill the position below:**

**Employment Type:** Full-Time

**Job Title:** Logistics/ Fleet Assistant

**Qualification:** B.Sc. /HND

**Experience:** 1 Years

**Location:** Maiduguri, Borno State

**Job Field:** Operations

**Reports to:** Operations Manager

**Vacancy:** 1

**Contractual Arrangement:** Internal/External

**Contract Duration:** 18 Months

**Planned Timelines:** As soon as possible

### Overall purpose of the role:

The role of a logistics and procurement assistant is essential to ensure the effective management of the organization's supply chain, procurement processes, and logistical operations. Some of the key responsibilities of a logistics and procurement assistant include:

### Core Functions / Responsibilities

- Identify the procurement needs of an organization, review purchase requisitions, award supplier tenders and supervise the performance of contractors.

- Ensure the organization works with competent and reliable suppliers by evaluating quantitatively and qualitatively all potential suppliers before entering supply contracts through a process of interviewing the managers of the supply firms, making site visits and measuring other aspects such as quality assurance, organizational structure and financials. Based on the gathered information, the Logistics Procurement Officer awards a score to each vendor for approval or rejection purposes by the Operational Manger and Executive Director respectively.
- Organize the transportation of goods/services from any location. For example, if a company buys desktop computers from an overseas manufacturer, the officer may hire a cargo airline to deliver the products. For local purchases, the logistics procurement officer can dispatch the company's cargo vehicles to transport the goods from the supplier's store to the office or a warehouse.
- Oversee the maintenance of COWACDI's vehicles and handle other logistical issues such as fuel supply, driver/fleet management and insurance coverage.
- Identify and address barriers that decrease operational efficiency in the procurement department.
- Monitor the use of purchased goods and materials to protect the organization from incurring losses by minimizing fraud and waste.
- Organize training for store managers and other procurement officials to update their records management knowledge and skills.
- Ensure consistency of procurement according to the needs of the COWACDI by examining previous purchase requests to establish the average amount used within a given time frame.
- Issue Purchase Orders and prepare call for tenders in collaboration with the programs manager, operational Manager, finance officer.
- Maintain a complete, accurate and up-to-date inventory list, stocks and asset register.
- Conduct regular physical counts of assets and inventory.
- Maintain proper records of disposal of assets (lost, damaged, sold, donated, stolen, or other).
- Procure all materials and equipment ordered in a cost-effective and transparent manner in line with COWACDI and donor specific policies.
- Ensure that all order requests, purchase orders, RFQ are tracked from point of planning and request through to final receipt. Regularly review, update and share the databases and trackers to Operations Manager.
- Provide procurement planning support to the Programme staff as required.
- Ongoing market research for new suppliers that may provide better service or value for money for COWACDI.
- Maintain and update suppliers list using the Supplier Registration Form
- Ensure procurement files are accurate, and records are in compliance to COWACDI and donor procurement policies, filing system is properly established; all soft copies and hard copies of procurement files are accessible and manageable.
- Invite suppliers to submit their bids along with price proposals, examine the bids, select the most competitive supplier and proceed to negotiate better prices with the supplier, to enable COWACDI enter into a contract that meets its financial goals.
- Assist with the preparation of contracts and amendments of contracts when needed. If the supplier violates the terms of the supply agreement, the officer may with the authorization of the management of COWACDI initiate a contract termination process.
- Ensure all purchasing activities follow COWACDI's policies and government regulations through continuous monitoring and review of changing and new policies/legislation.
- Keep all records regarding procurement and logistics. These include records on the costs of transportation, purchases, storage, damages and any contracts. These records should be regularly updated in the course of business.
- The procurement and logistics officer is responsible for preparing reports on inventory and stock management.
- General management of the entire fleet of vehicles of COWACDI.
- Ensure the transportation needs of program and office staff are met in accordance with COWACDI policies and assist staff as needed in following these policies and procedures.
- Ensure proper vehicle utilization, maintenance, fuel consumption, monitoring and controls systems.
- Maintain adequate vehicle administration files, including vehicle log sheets, fuel consumption, vehicle maintenance and repair/accident reports.
- Ensure all vehicles are safe and road-worthy and drivers observe road safety rules.
- Manage the daily operation and administration of the warehouse(s)
- Ensure materials are received, stored, shipped, and reported in accordance with established procedures and Government guidelines/regulations safely, securely and on time.
- Travel to field sites to receive and inspect goods delivered directly to the field.
- Support on other tasks when required and any other related tasks assigned by the line manager.
- Perform any other job required by COWACDI.

## Required Competencies and Skills

The incumbent is expected to demonstrate the following values and competencies:

All COWACDI staff members must abide by and demonstrate these values:

- Inclusion and respect for diversity: Respect and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: Demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, and makes people feel safe, respected, and fairly treated.

## Core Competencies

- Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: Continuously seeks to learn, share knowledge and innovate.
- Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
- Minimum 1 years of relevant work experience
- Commitment to learning and implementing organizational policies and procedures
- Good skill in MS Word, Excel, and PowerPoint
- Fluency in local language
- Excellent oral and written communication skills.
- Must be able to read, write and speak fluent English.

Other:

- An appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.
- The appointment is subject to funding confirmation.

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

## Educational Qualification & Experience Requirements

- Bachelor's Degree or its Equivalent preferably in Supply chain management, logistics, business administration or a related field from an accredited academic institution with one years of relevant professional experience.
- Prior work experience in a non-governmental organization (NGO) preferred.
- Strong understanding of human rights principles and international humanitarian law.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Fluency in [relevant languages].

## Language required:

Fluency in oral and written English is required. Hausa and Native Language of the area would be an added advantage.

## Application Closing Date

06 January, 2025.

## Method of Application:

Interested and qualified candidates should kindly forward their Cover letter and CV in a single **PDF format** via an e-mail to [recruitment@cowacdi.org](mailto:recruitment@cowacdi.org) stating the position and location of the position as the subject of their mail.

## Additional Information

COWACDI is an equal –opportunity employer and does not discriminate based on race, gender, religion, etc. Kindly ensure that you can work in this location when applying. Qualified women are strongly encouraged to apply

No application after the closing date will be considered.

COWACDI regrets that, due to the large number of applications we receive, we are unable to reply to every applicant. If you are being considered for the role, a recruiter will contact you. If you are not contacted within 2 weeks, you should consider your application not successful on this occasion.

**Note:** Never pay for any training, certificate, assessment, or testing fee to the recruiter.