

Global Alliance for Improved Nutrition

Job title:	Logistics Assistant
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Classification:	Grade 2	Direct reports:	0
Work location	Abuja, Nigeria	Travel required:	Up to 10 %

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p>Overall purpose</p> <p>The purpose of this position is to support purchasing activities and ensure that purchased items are both cost-efficient and of high quality. They are responsible for assisting in processing and management of the procurement of goods and services, maintaining accurate records of procurement operations and maintaining positive relation with suppliers under the supervision of the Procurement and Logistics Associate.</p> <p>The Logistics Assistant will be expected to work closely with the operations team, Project Managers and Country Management team in the country office and provide support in handling administrative, logistics and procurements.</p>
<p>Tasks and responsibilities</p> <ul style="list-style-type: none"> • Complete Purchase Orders and ensure payments are processed for procurement of goods and services. • Support in facilitating conferences and workshops and process payments and support the country office finance team as required. • Support in conducting market surveys for procurement planning and budgeting. • Support with asset management and verification of physical assets. • Maintain accurate documentation systems and ensure that all procurements of goods are managed, tracked, and recorded in collaboration with Office Assistant. • Coordinate airport transportation arrangements, including pickups and drop-offs, and manage the car transport services for travel both within and outside of Abuja. • Maintain and update supplier information such as qualifications, supplier quality assessments, delivery times, product ranges, etc. and maintaining suppliers' database with catalogues of various products and prices.

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- Support to prepare procurement documents, such as request for quotations, bidding documents, evaluation reports, purchase orders and contract agreements.
- Support to prepare payment request for submission to the Finance Unit.
- Support in the preparation of standard bidding documents, with terms and conditions of the tender.
- Support to record, analyse quotations, prepare bid analysis, purchase orders and contract agreements when required.
- Update product specification for regularly bought items.
- Ensure delivery of procured goods and services to relevant teams/individuals.
- Organize the loading/unloading of goods when dispatched to projects and partner organizations.
- Perform any other related duties as required.

Key organisational relationships

- Reports to the Procurement and Logistics Associate
- Works with staff in the Nigeria office on all procurement related activities
- External suppliers and stakeholder organizations in Nigeria
- Work closely with the Administrative Assistant and provide cover when absent.

JOB REQUIREMENTS

Competencies

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, etc.)
- Highly developed numeric skills required for this role.
- Strong communication and negotiation skills
- Good analytical and strategic thinking skills
- Attention to detail and ability to work under pressure.
- Ability to establish and maintain effective working relationships, strong team oriented and flexible.
- Keen to take initiative where appropriate.
- Accountability and responsiveness within areas of responsibility
- Ability to work well as part of a multi-disciplinary team in an office environment.

Experience

- Demonstrable work experience in procurement and logistics within a well-structured organization.
- Technical knowledge of procurement and logistics management. Experience would preferably include work with INGOs.
- Basic experience in procurement planning, market intelligence, vendors due diligence, competitive bidding processes, contract formulation, review of commitments, and logistics management.
- Knowledge of USAID procurement rules and regulations, or other international donor agencies preferred.
- Familiarity with and experience in using off-the-shelf or custom-developed procurement and inventory management software.
- Experience or willingness to use computer-assisted task planning and monitoring systems and procedures (e.g., in Outlook, SharePoint or other).

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Education <ul style="list-style-type: none">• Degree in Procurement, Purchasing & Supply Chain, Business Management, Accounting, , Economics, or other relevant field of study.
Other requirements <ul style="list-style-type: none">• Honest, ethical, and committed• Excellent communications skills (both verbal and written) is required.• Strong organizational skills, attention to detail, and ability to follow-up.• Demonstrated ability to multitask.• Team player, but with ability to work independently without close supervision.

WHAT GAIN OFFERS
<ul style="list-style-type: none">• A competitive remuneration package.• Flexible working hours through hybrid working opportunities.• Friendly working environment.• Professional development opportunities.• The chance to make a lasting contribution to reducing global malnutrition.