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| **Position Title** | **Logistics and Security Manager.** |
| **Position Grade** | **C0** |
| **Duty Station**  | Kampala, Uganda,  |
| **Contract** | 12 months, Renewable |
| **Reports to** |  Head of Finance and Operations |
| **Management Responsibility** | Administration officers, Drivers |
| **Key Relationships** | Head of Program, Finance and Administration Manager, Finance Coordinator , Regional Coordinator |
| **Background** | War Child Canada is an internationally recognized charity organizationregistered in Toronto, Canada, dedicated to helping children and their communities overcome the devastating effects of war.  Its vision is “Accelerating Peace by Disrupting the Cycle Of Violence” and its mission is “Driving Generational Change For The Hardest Hit By Investing In The Power Of Local Communities”Since being founded in 1999, War Child Canada has worked in 20 countries across the world and we are currently operational in Afghanistan, Yemen, Sudan, South Sudan, Democratic Republic of Congo (DRC), and Uganda. During the past five years, War Child Canada reached over 2,500,000 conflict-afflicted children and adults; 985,000 people benefitted from War Child’s educational initiatives; 480,000 people were helped to climb out of poverty and 1,075,000 people learned more about their rights and had better access to justice systemsWar Child Canada in Uganda: Since 2014, War Child Canada has worked in 10 districts (mainly Refugee hosting) implementing integrated education, access to justice (incudes peacebuilding), opportunities/livelihoods, and programs. Our current districts of operation include: Adjumani, Obongi, Yumbe, Arua, Koboko, Isingiro, Lamwo, Kikuube, Koboko and Kamwenge districts. |
| **Context** | War Child Canada implements an integrated education, livelihoods, and access to justice program in Uganda. War Child Canada’ education program in Uganda focuses on improving access to education, and relevant learning outcomes of refugee and host community children through mainly primary and lower secondary Accelerated Education Program (AEP), adolescent youth skilling and education service delivery strengthening. War Child Canada’s protection/access to justice program in Uganda is aimed at contributing towards improving the protection of refugee and host community women and children against violence, through the provision of direct free legal aid services and psychosocial support. Our opportunities/livelihood program component aims at strengthening the economic empowerment of vulnerable refugee and host community women, girls and youth through vocational skills and entrepreneurship development, and income generation and employment opportunities.  |
| **Position summary** | Reporting to the Head of Finance and Operations, the Logistics and Security Manager will be responsible for overseeing the provision of timely and adequate logistical, operational and security support for effective implementation and management of all programs and operations implemented by WCC in Uganda. He/she will develop and implement systems and procedures for procurement, storage and stock movement, asset management, transport and fleet management, facilities management and maintenance, and security and emergency plans, ensuring compliance with WCC organizational policies, systems and procedure. |
| **Responsibilities:**  | **Logistics Management and Support:*** In line with WCC organizational policies and procedures, and in consultation with the Head of Finance and Operations, develop and implement logistics policies, guidelines and procedures.
* Be responsible for ensuring that all WCC organizational and country level logistics policies, systems and procedures are up to date, and fully implemented and complied with at all times.
* Ensure that all WCC Uganda country program and support staff are familiar with WCC organizational and country level logistics policies, systems and procedures, and that any changes are communicated in a timely manner.
* Provide timely and adequate logistics support to WCC program and operations implemented in Uganda.
* Provide timely and adequate logistics support, and actively participate in the designing of new projects, including facilitating and undertaking needs and logistics assessment.
* Facilitate travel arrangements for WCC Uganda staff and visitors, including transport, visa processes, airport pickups, and hotel accommodations.

**Procurement:*** Procure goods, supplies, equipment and services for effective running of the country office and implementation of programs and operations based on appropriately authorized procurement request, within approved budget, in full compliance with WCC policies and procedures as well as donor contractual requirements, and ensuring cost-effectiveness and value for money.
* Update and complete documentation and filing of all procurement of goods, supplies, equipment and services, including procurement, request, solicitation and analysis of quotations, purchase order, preparation and signing of procurement contracts, quality check, and delivery.
* Receive and forward all procured goods, supplies, equipment and services and ensure documentation, accountable and proper use for their intended purposes.
* Ensure that procurement of all goods, supplies, equipment and services meet the requested specification, quality and standards including brand, made, packaging, expiry date and quantity, ensuring full compliance with WCC policies and donor funding contractual requirements.
* Identify and maintain up-to-date suppliers’ information and database, as well as prices of goods, supplies and services regularly procured by WCC Uganda.
* Contracts management
* Keep informed of local market conditions, undertake quarterly market assessment of goods, supplies and services regularly procured by WCC Uganda, and make necessary recommendations to the Head of Finance and Operations to ensure cost-effectiveness and value for money.
* Prepare all payment requests with support of administration officers and working closely with Finance to ensure that all outstanding supplier payments are made in a timely manner as per the contractual agreements.
* Maintain up-to-date tracking of procurement requests and status, and prepare and provide monthly update to the Head of Finance and Operations.

**Asset Management:*** Supervise, monitor and ensure that all goods, supplies and equipment received and issued are properly documented with goods receiving notes and goods issue/delivery notes and proper records of stock movement are maintained at all times.
* Supervise and ensure that all WCC Uganda goods, supplies and equipment are well maintained, properly stored in all locations and properly used.
* Update and maintain records and database of for all goods, supplies, equipment and services procured, stored and used by WCC Uganda.
* Supervise and maintain up-to-date records of all WCC fixed assets with each asset clearly labeled with WCC sticker and number, and that physical inventories are conducted on quarterly basis, and reports prepared and submitted to the Head of Finance Operations.
* Supervise and ensure that a set minimum stock levels are maintained in all WCC Uganda offices for fast moving items, such as stationery supplies.
* Maintain the Fixed assets register and ensure all organization assets are appropriately tagged and engraved
* Ensure that annual fixed assets verifications and inventory counts are done

**Transport and Fleet Management:*** Oversee the effective management of WCC Uganda Fleet- vehicles and motorcycles and the provision of transport support for WCC Uganda programs and operations.
* Supervise and ensure that all vehicles and motorcycles used by WCC Uganda, including rented vehicles are properly maintained and repaired, road worthy and meet health and safety standards.
* Oversee the hiring and management of vehicles and motorcycles rented by WCC Uganda, ensuring that up-to-date contractual agreements are maintained at all times.
* Supervise and oversee the development and implementation of weekly and monthly transport plans in all WCC offices in Uganda.
* Oversee and manage of transporting program goods and services to required locations.
* Supervise that up-to-date logbooks are available in each WCC vehicles and motorcycles, including rented ones, and properly used by all drivers.
* Monitor and prepare fuel consumption repairs and maintenance reports of all WCC vehicles and motorcycles, including hired ones.
* Maintain and update file records for each WCC vehicle and motorcycle including but not limited general details (type, model, year of manufacturing, engine and chassis numbers), grant/funding it is purchased under, fuel consumption and repair and maintenance history.

**Premises and Facilities:*** Oversee, supervise and ensure that up-to-date lease agreements are maintained at all times for all premises rented by WCC in Uganda.
* Oversee and ensure that all premises rented and used by WCC in Uganda, including offices and international staff accommodations, are properly maintained and meet health, safety and security standards.
* Oversee and supervise that all equipment used in WCC offices in Uganda are properly serviced, maintained and repaired in a timely manner, and are in good working condition at all times.
* Work with the Logistics Assistant and ensure that all utility bills of WCC offices in Uganda, including electricity, water, phone, fax, internet and refuse collection, are paid in a timely manner.

**Security and Safety:*** In consultation with the Head of Finance and Operations regularly monitor the external environment in WCC program intervention areas, and provide timely and adequate update and advice to staff.
* Assist the Head of Finance and Operations in developing, implementing and reviewing WCC Uganda country security and emergency guidelines and plans.
* Organize and facilitate the planning and delivery of safety and security training to WCC Uganda team.
* Represent WCC in relevant external security related forums and coordination meetings as required.

**Supervision**Supervision of and work with the Administration officers and drivers **Other Duties:*** Actively contribute to learning and the development and implementation of change management initiatives.
* Undertake other appropriate level duties as assigned by Head of Finance and Operations from time to time.
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| **Requirement:** | **Essential:*** University degree Business Administration with a bias in Procurement, Logistics Management, Transport Administration, Supply Chain.
* A minimum of five-year experience, holding increasingly progressive responsibilities in of working the field of Logistics.
* Experience and/or strong understanding of security and risk management.
* Excellent coordination, organizational, planning time management and supervisory skills with attention to details.
* Excellent communication skills both in spoken and written English.
* Strong team work skills, with the ability to interact proactively and collaboratively with management and staff at all levels of the organization.
* Excellent record keeping and report writing skills.
* Demonstrated competence in conceptual, analytical and proactive problem-solving skills.
* Computer skills (word, excel, outlook, power point, internet).

**Desirable:*** Experience working with international organization, charity, is an asset
* Experience in developing and using Logistics information systems and running a range of reports.
* Ability to travel, at times at short notice, and spend time away from work base and home.
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