



CARE INTERNATIONAL IN UGANDA
VACANCY

CARE International has been active in Uganda since 1969 and working in the country continuously since 1979, implementing a diverse portfolio of programs and projects ranging from emergency services to economic development and civil society building. Our current programming targets Women, Girls and youth as well as vulnerable groups such as the extreme poor, internally displaced people, children to provide assistance and opportunities for empowerment and sustainable development through addressing the underlying causes of poverty grounded on careful and thorough analysis of power relations between different groups in society and the local context in which they live and work. Our programming is guided by our core values of transformation, Integrity, Diversity, Equality and excellence. CARE International **seeks to recruit highly motivated and qualified individual to fill the following position:**

1: Logistics Safety and Security Officer

Job Summary:

Reporting to the Administration Manager, this is a highly demanding role that requires the job holder to coordinate issues of supplies and logistics. The Logistics Officer is responsible for the routine operations of the Logistics activities, ensuring that it works with and delivers efficient and effective logistics support to CARE's programs. This includes supply chain management and the monitoring/follow-up of field logistics systems to ensure that CARE's standard practices are adhered to and donor compliance maintained. Key areas to be covered by this role include, Property management, vehicles and transport management, guest house management and sub office safety and security.

Manage Kyangwali and Fort Portal field offices (Western Uganda) transport function, inclusive of liaison with CUHQ in a way that leads to the effective and efficient vehicle usage. (20%)

- Working closely with drivers, implement country office vehicle policy for Western Uganda based fleet, where vehicles and motorcycles are pro-actively maintained and that they are in sound mechanical condition.
- On a daily basis, assign vehicles to staff and ensure that movements are accurately and correctly filled on daily vehicle movement records (Log sheets). Work with the CARE Programs to ensure close integration of logistics planning in field operations.
- Fulfill the reporting requirements of monthly Fuel Efficiency Report, Private mileage tracking and billing as far as country office vehicle policy is concerned, and pro-actively discuss issues arising out of generated reports with your supervisor.

- Timely process and renew third party insurance covers for the Western Uganda fleet in a way that meets the requirements of the Ugandan traffic act and insurance companies.
- Working closely with drivers at field office and Admin Assistant, issue and monitor vehicle fuel usage, and at the end of every month, prepare reconciliation with the fuel stations and prepare an upload file for payment.
- Supervise weekly and any other necessary vehicle checking; follow up on reports after checking to ensure necessary remedial actions are implemented compliant with CARE Uganda policy requirements.
- Monitor performance standards of the vehicle repair garages to ensure repairs lead to value for money.
- Keep custody of vehicle required documents as per policy in a safe manner.
- Maintain a filing system for Western Uganda fleet that is regularly updated with proper indexing, as per Country Office policy.
- Request for and receive vehicle service and parts as and when required basing on Vehicle usage by the respective Projects.

2. Implement the Country Office policy of general receipt of procured items and track their efficient usage. (20%)

- Prepare purchase requisitions as and when required.
- Contribute to budget development for Western Uganda at proposal stage for logistics sector with support of the Administration Manager and Finance Director to ensure adequate logistics requirements are budgeted for.
- Complete General receipt notes as required, and ensure they are attached to all corresponding procurement paperwork before submitting to the finance department for payment.
- Physically receive and verify items ordered by procurement and timely dispatch them to their end users ensuring they match specifications and timelines.
- Make follow up on deliveries to ensure all delivery notes accompany the supplies and maintain relevant logistics records
- Identify issues of logistics weakness/non-compliance with CARE policies and guidelines and work with relevant staff to address these issues

3. Implement the CO inventory policy inclusive of tracking asset movements and ensure appropriate filing of all required documents. (15%)

- Prepare Property Register Forms (PRFs) for new receipts, transfer or disposal of assets as required and have PRFs appropriately approved including tagging new assets, physical count and data base management of all CARE assets in the region.
- Timely submit approved property register forms to the CO Administration Officer for timely updates of the Country office Master Property Register as per the CARE Property Management policy.

- Create and regularly update Property-filing system that leads to effective tracking of asset transfers and changes.
- Manage the Sub office transit stores in accordance with CARE inventory/stores policy and ensure that the records are correct and up to date.
- Prepare waybills to document movement of materials, equipment and create appropriate filing that enhances efficient tracking and institutional memory.

4. Management of staff accommodation (10%)

- Manage CARE accommodation facilities in Western Uganda (Kyangwali, Fort Portal) by ensuring that they are in good functioning state at all times.
- Keep track of guests that stay at the guest houses and ensure cost recovery is made appropriately and in time.
- Maintain routine generator repairs and service schedules needed for staff residences and offices under your operational area to ensure works are done and value for money is realized.

5. Performance Management (10%)

- Supervise, direct and evaluate assigned staff, handling employee concerns and problems, directing work, coaching, and counseling, disciplining and completing employee performance appraisals.
- Train and mentor staff supervised by this position to develop skills and competences that enable them fulfill their roles and grow in the organization.
- Develop strong linkages with Program, procurement unit, Finance and HR departments and sub-office administration offices that lead to efficient support function for the Country Office.

6. Safety and Security (20%)

- Serve as Safety & Security Focal Person for Western Uganda
- Ensure that practical and effective Safety & Security Management Plans are in place, guidelines are updated in line with CARE's policy, communicated to all staffs and these are regularly reviewed according to current circumstances.
- Conduct routine safety and security risk assessment and other assessments (residence, new program locations, offices, hotel/meeting venues, etc.), and oversees adherence and implementation of all Standard Operating Procedures by field office staff.
- Monitor security information and networks and ensure security information is disseminated appropriately to the Country Security Committee (CSC) and effectively to appropriate staff.
- Ensure Road Traffic Safety policy and procedures are properly implemented and adhered to.

- Serves as staff support to security management and assists in conducting investigations of significant threats and/or the loss or misappropriation of assets.
- Performs incident analysis and investigation relative to all incidents with advice and closure to all responsible functional management and supporting security management.
- Supervise the field office communication tree, and keep an updated version
- Maintain and regularly test the Thuraya phone, and train relevant staff on how to use it when required to do so.
- Promote a safe and secure work environment, fostering a safety and security culture and ensure consistent application of, and compliance with, CARE Uganda safety and security policies and procedures.
- Complete periodic reports as required (e.g. monthly), incident reports and other reports in the CARE International SIMS on system and using CARE USA reporting protocols.
- Prepare and deliver safety & security briefs for staff and visitors that report to your area of jurisdiction.
- Maintain routine and confidential correspondence files/documents related to safety & security.
- Maintain a database on key contact details to ensure sharing of security information is timely done.
- Lead or assist in security training for staff.

7. Perform any other duties that are consistent with your level and position in the organization. (5%)

- Represents CARE in field level logistics coordination meeting and ensures coordination with partners, local authorities, UN/INGOs
- Ensures CARE participation and involvement in Logistics cluster activities and coordination when there is cluster activation
- In the absence of the Admin officer perform administration function as may be delegated to you.

Supervision

- The position supervises and coordinates drivers within Western Uganda Region.
- The position is supervised and reports to the Administration Manager for technical areas but reports to the Emergency Team leader for routine day to day supervision.
- However, it's specifically noted that due to the general service nature of the position, the position calls for clear, professional, and consistent communication with other field /sub-offices, CUHQ and other CARE stakeholders.

Contacts and key relationships

The Logistics Officer / Safety and Security Focal Person has to maintain very good relations with all staff as a lead coordinator of travels to the field and vehicle assignments, drivers and the Administration unit at the Kampala-office.

Working conditions.

The position is based in Kyangwali but may be required to travel within the Western region of Uganda and to the head office as and when required.

Qualifications/competencies

- University degree in Business Administration, procurement and Logistics, Supply Chain management or related qualification or at least 3 years' experience in a similar position.
- Management of a fast moving administrative section requiring quick problem definition and independent development of solutions.
- Good communication skills both oral and written – i.e. writing letters and memo's.
- Very good computer skills.
- Good planning, time management and prioritization skills.
- High level of integrity at work

APPLICATION PROCEDURE:

*Candidates who are interested in the above jobs should submit an updated CV and Application letter giving a day time telephone contact and names, telephone contacts and email addresses of 3 (three) work related referees **only** through our recruitment email: ugarecruitment@care.org clearly indicating the job title in the email subject. CVs will be received until the **30th, March, 2019**. Please note that when you are successful for the above position, CARE will need certified copies of your academic documents. For any questions please **call our office on 0312258100/150***

CARE IS AN EQUAL OPPORTUNITIES, GENDER SENSITIVE, CORRUPTION, SEXUAL EXPLOITATION AND ABUSE INTOLERANT EMPLOYER

Please Note that CARE International in Uganda does not ask any applicant payment for any recruitment process