



JOB DESCRIPTION

JOB TITLE:	Logistics Assistant
GRADE:	4
LOCATION:	Country Office (Abuja)
REPORTING TO:	Logistics Advisor

Job Purpose

The Logistics Assistant will be responsible for providing an effective and efficient administrative support in the Logistics unit. S/he will work closely with the Logistics Advisor to facilitate the smooth running of the unit as well as ensure effective vehicle & facility management in accordance with ActionAid Nigeria (AAN) policy.

Specific Responsibilities:

- Provide administrative support for the Logistics unit
- Support the administration of vehicle maintenance and computation of private mileage
- Support both local and international travels, including ticket and hotel reservations as well as processing of necessary payments
- Support visa procurement, security check documents for all staff on international travels
- Supervise and ensure prompt delivery of mails and other messages in the Country Office
- Facilitate finance support for official banking transactions
- Coordinate movement of staff and AAN stakeholders (Partners, Board, consultants and AA staff) while adhering to all road safety rules and regulations both at Local and Federal levels.
- Ensure all AAN vehicles are kept clean, fuelled and fit for travel at all times
- Ensure proper reporting of all incidents involving AAN vehicles
- Ensure proper documentation of all AAN vehicle particulars and updated vehicle Log books
- Ensure proper documentation of all Consultant Drivers profile
- Support Logistics Advisor in facility management, ensuring conducive working environment for staff
- Coordinate minor repairs of working tools in the office premises
- Coordinate service providers in the facility maintenance
- All other responsibilities as assigned by the Line Manager

Key Working Relationships

Internal: All Staff

External: Partners, Donors & other stakeholders

Persons Specifications

Attributes/Skills	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none">• Minimum of National Diploma in Business Administration or Social Sciences/Art	Vocational Certification
Experience	<ul style="list-style-type: none">• A minimum of 2 years work experience• Experience in office administration• Experience in managing vehicles (including driving), travels and facilities	Experience in an international development agency
Skill Abilities	<ul style="list-style-type: none">• Demonstrable IT skills• Excellent interpersonal and communication skills with fluency in written and spoken English• Good knowledge of FRSC rules and guidelines• Good knowledge of Abuja roads especially and road network in Nigeria• Creative and takes initiative.• Excellent administrative skills	
Personal Qualities	<ul style="list-style-type: none">• A person of integrity• Willing to travel at short notice• Creative and takes initiative• Ability to work effectively in a diverse team environment• Willing to work additional hours at crucial times.• Self motivated person able to work with minimum supervision• Willing to work on weekends when required	<ul style="list-style-type: none">• Effectively promote AAN's mission, values and objectives• Proven Leadership Qualities

Signed by: _____
Logistics Assistant

Signed by: _____
Logistics Advisor