

JOB DESCRIPTION
CONSULTANT – LOGISTIC OFFICER_ WASH

1. GENERAL INFORMATION OF THE POSITION

Job Title	Consultant – Logistician
Line Supervisor	Finance Manager
Functional links	Program manager, Finance manager, Associate Director, LAC Region, Senior Manager, LAC.
Duty station	Haiti (Great South)
Type of contract	Consultant (CDD)
Duration	6 months (with possibility of extension)

2. PROJECT BACKGROUND

Americares Hurricane Melissa WASH response in Haiti aims to improve access to medicines, as well as safe drinking water, sanitation and hygiene in the Greater South. It is part of an integrated approach to strengthening the resilience of Health Centers and communities in the face of environmental challenges, while supporting local health structures that align with national policies.

3. OVERALL OBJECTIVE OF THE POSITION

The Logistic will play a support role in the operational implementation of the response by ensuring the efficient logistical management of procurement, delivery and transportation related to the response, compliance with internal Americares procedures.

4. KEY RESPONSIBILITIES

4.1. Management of Procurement of Goods and Services

- Support the procurement of goods and services required for Hurricane Melissa Response activities in Haiti
- Support the solicitation and analyses of quotes (proforma), and support market research
- Follow procurement procedures in compliance with internal policies
- Control the delivery of response supplies
- Maintain an up-to-date database of qualified suppliers and evaluate their performance

4.2. Inventory and Equipment Management

- Ensure the receipt, secure storage – when applicable - and distribution of medical materials, consumables, supplies and project equipment
- Maintain stock sheets and management tools (physical and computer) and carry out regular physical inventories if and when required

4.4. Transportation Management

- Plan and coordinate the movement of materials and equipment to the intervention sites
- Ensure compliance with travel administrative procedures)

4.5. Management and maintenance of infrastructure and equipment

4.6. Reporting, data analysis and archiving

- Develop and submit monthly logistics reports (procurement, travel, transportation)
- Ensure rigorous physical and electronic archiving of all purchase records, delivery notes, invoices and stock sheets and equipment registers as required

4.7. Coordination and capacity building

- Work closely with the WASH and Finance officers, and local partners
- Participate in project coordination, evaluation and planning meetings
- Contribute to the development of logistics work plans and projected budgets

4.8. Security and risk management

- Participate in security risk assessment and operational context analysis
- Contribute to the management of security incidents and contingency plans

5. EXPECTED DELIVERABLES

- Monthly logistics reports (procurement, stocks, inventories,)
- Up-to-date supplier database and performance evaluations
- Updated stock sheets, physical inventories sheets and Americares detailed confirmations of receipt
- Comprehensive documentation and rigorous archiving of all logistics activities

- **6. PROFILE AND QUALIFICATIONS REQUIRED**

6.1. Academic training

- University degree (Bachelor's degree) in Logistics, Administration, or related field (required)
- Additional training in humanitarian logistics and project management, (asset)

6.2. Professional experience

- Minimum 2-3 years of experience in a similar logistics position, preferably in the humanitarian sector or international NGOs (required)
- Proven experience in purchasing management and inventory management, (required)
- Experience in humanitarian logistics management of or health projects (highly desired)
- Experience working in difficult or volatile contexts (asset)

7. TECHNICAL SKILLS

- Excellent knowledge of purchasing, inventory management and supply chain procedures
- Proficiency in logistics management systems and reporting tools
- Excellent command of computer tools: MS Office (Word, Excel, PowerPoint), logistics management software

- **8. LANGUAGE SKILLS**

- French: oral and written proficiency (required)
- Haitian Creole: oral and written proficiency (required)
- English: basic or intermediate knowledge (asset)
- Spanish: basic or intermediate knowledge (asset)

10. APPLICATION PROCEDURES

Interested candidates who meet the profile are requested to submit a complete application including:

- A cover letter
- A detailed Curriculum Vitae (maximum 3 pages) including at least 3 verifiable professional references (name, position, organization, telephone, email)
- Copies of diplomas and training certificates
- Copies of work certificates and certificates of employment
- Copy of a valid ID

Deadline for applications: March 31st, 2026

Method of submission: Email to HJean@americares.org, LMartinez@americares.org, DMedina@americares.org

Subject of the email: "Logistician application – Last name First name"

IMPORTANT NOTES:

- Only complete applications will be examined.
- The organization reserves the right to close the offer before the deadline if an application is successful.
- The organization does not use any intermediary to recruit its staff and does not require any payment in the recruitment process.