



## JOB DESCRIPTION

<b>Job Title:</b>	Logistics & Security Officer
<b>Country:</b>	Haiti
<b>Regional Team:</b>	Latin America Ministry Team (LAMT)
<b>Department:</b>	Systems
<b>Status:</b>	Full-Time, Salary, Fix-Term, Renewable
<b>Reports To:</b>	Operations Manager
<b>Direct Reports:</b>	None at this time
<b>Location:</b>	Cap Haitian area
<b>Desired Start Date:</b>	1 November 2025
<b>Application Deadline:</b>	Open-Ended; Applications will be reviewed on a rolling basis, and the position will remain open until a suitable candidate is identified

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**World Renew** is a faith-based international development and humanitarian organization with over 50 years of experience in Haiti. Operating in more than 15 countries with 67 local partners, we address poverty, disaster, and injustice through community-led, sustainable solutions in areas such as food security, health, livelihoods, gender equality, peacebuilding, and disaster response – guided by Christian values of dignity, justice, and compassion. To learn more about World Renew and our work, visit [www.worldrenew.net](http://www.worldrenew.net).

**World Renew Haiti** is seeking to scale up its programming in food security, agriculture, and economic development, guided by a new World Renew framework for Crisis-Affected Countries. This approach combines direct implementation with collaboration with national partners.

**PURPOSE:** Under the direct supervision of the Operations Manager, the Logistics & Security Officer (LSO) will actively manage the day-to-day planning, organization, coordination, and evaluation of all aspects related to logistics and security of World Renew Haiti's program. They will work closely with other departments to ensure optimal program management in line with World Renew protocols and donor standards. This role includes collaboration with various members of the World Renew Haiti team, program partners, and World Renew administrative and operations teams at the global level to ensure the efficient and effective use of resources in alignment with the objectives and requirements of World Renew and its financial partners. Additionally, the Logistics & Security Officer will provide support for World Renew Haiti disaster response projects and works closely with disaster response teams to ensure proper oversight and compliance during emergency interventions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The World Renew Haiti Logistics & Security Officer (LSO) will work closely with team members to:

1. Manage daily logistics operations, including procurement, inventory, property maintenance, fleet coordination, office support, and IT systems to ensure smooth, compliant, and efficient functioning across all departments.
2. Contribute to safety and risk management through compliance with security protocols and mitigation planning.

3. Provide operational guidance and capacity building to partners in logistics, procurement, fleet, and security.
4. Collaborate across departments and global teams to ensure logistics coordination and system alignment

## **Specific Tasks & Responsibilities**

### **Procurement & Supply Chain Management**

- Manage procurement of goods and services in compliance with internal policies and donor requirements.
- Conduct market research and maintain a vendor roster
- Complete and ensure proper authorization of purchase documents; verify compliance with procurement procedures.
- Draft, monitor, and manage logistics-related contracts.
- Track orders and coordinate with vendors to ensure timely delivery.
- Ensure proper archiving of procurement documents and maintain an active procurement registry.

### **Inventory & Property Management**

- Manage supplies, equipment, and non-consumable materials; maintain accurate inventory records and asset tracking systems.
- Oversee stock management including handling, stock entry, stock cards, receipts, dispatch documents, and inventory sheets.
- Monitor and report on asset utilization and condition; support asset tagging and ensure proper archiving of documentation.
- Manage physical properties, including offices and storage facilities; ensure routine maintenance, cleanliness, and functionality.
- Complete quarterly safety and security checklists for all organizational properties and coordinate necessary repairs or upgrades.
- Share monthly logistics reports including inventory status, equipment updates, property conditions, and contract tracking.
- Coordinate and monitor all energy sources (solar and generator) maintenance and repairs, establishing and implementing a maintenance schedule.

### **Fleet & Transportation Management**

- Maintain a tracker for all vehicles and equipment, including condition, legal document expiration dates, and fleet documentation (logbooks, fuel records, service reports).
- Ensure all fleet legal documents are up to date and archived properly.
- Oversee fuel management, including refilling and expense reconciliation.
- Coordinate and monitor all fleet maintenance and repairs, establishing and implementing a maintenance schedule.
- Prepare and manage weekly transportation plans in coordination with department heads.
- Supervise drivers, including driver-mechanics, and ensure daily vehicle condition reports are completed during handovers.
- Report any incidents or accidents to the supervisor promptly.
- Support vehicle and equipment auctions and participate in relevant operational meetings.

### **IT & Office Support**

- Assist in office management and operational planning.
- Support implementation of IT systems and tools; ensure basic troubleshooting and coordination with IT service providers.
- Monitor and maintain office equipment and supplies to support daily operations.

- Participate in monthly reporting and contribute to operational planning and compliance.
- Participate in World Renew's Power User Technology Working Group and liaise with the IT focal point at World Renew to maintain IT systems and resolve any issues with the Haiti office

### **Security & Risk Management**

- Ensure logistics activities are aligned with safety protocols and contingency planning.
- Support with security analysis of project intervention areas and support development of mitigation strategies.
- Contribute to the development of security management tools and procedures

### **Partner Support**

- Support in the provision of guidance and capacity building to partners on procurement, inventory management, fleet operations and security
- Support in assisting partners in preparing and reviewing logistics-related reports and documentation, as needed
- Participate in partner evaluations and contribute to strengthening operational systems and practices.

### **Other Responsibilities**

- Foster effective collaboration between the Logistics Department and other departments (HR, Finance, Program)
- Participate in internal control activities and support annual and/or project or donor-specific audit preparation
- Contribute to the development and adaptation of logistics and safety and security management tools and support staff training on new procedures and systems.
- Comply with the Code of Conduct and policies on safeguarding, conduct, health and safety, confidentiality, and protection principles.
- Report concerns about the well-being of children or vulnerable adults and any inappropriate behavior by World Renew staff, consultants, contractors, volunteers, interns and/or partners in compliance with World Renew's Code of Conduct and policies
- Serve as a World Renew Haiti thematic focal point as needed/appropriate (e.g. gender, safeguarding, etc.)
- Perform other essential tasks as assigned

**SUPERVISORY RESPONSIBILITIES:** Office Cleaner, Logistics Assistant (TBC)

### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED:**

1. High ethical standards and ability to respect and support the Christian mission, vision and values of World Renew
2. Active participation in a community of faith, reflecting a commitment to values of compassion, service, and integrity in both personal and professional life
3. Demonstrated commitment to contribute to and promote a work environment that values diversity, inclusion and equity
4. Committed to working towards gender equality, equity and justice in all aspects of our policies and organizational structure
5. Commitment to integrating social inclusion and safeguarding in all aspects of our policies and organizational structure
6. Ability to work under pressure, meet deadlines, and demonstrate good organizational skills, fairness, integrity, and attention to detail
7. Ability to maintain confidentiality of financial information
8. Ability to work in a team and develop team skills in others, especially with local partners
9. Proactive, flexible with the ability to work with minimal supervision

## EDUCATION & EXPERIENCE:

1. University degree in related domain from a recognized university
2. At least 3 years of relevant experience in logistics and security (experience with a national or international organization preferred)
3. Good working knowledge of Microsoft Office, SharePoint, Teams, with strong proficiency in Excel
4. Experience with institutional donors such as Global Canada Affairs (GAC), European Union, etc. highly preferred

## LANGUAGE SKILLS:

- Excellent communication skills in written and verbal Haitian Creole and French
- Advanced proficiency in English strongly preferred
- Proficiency in Spanish a plus

***This job description serves as a guide for the role and may be adjusted by World Renew as needed.***

With World Renew's commitment to Core Humanitarian Standard and Safeguarding responsibilities, as part of the recruitment process, a successful candidate can expect to go through a thorough background check.

***We do not discriminate based on disability, culture, ethnicity, or gender, and welcome and encourage people from diverse backgrounds to apply.***

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## How to Apply

Interested candidates are invited to submit the following documents:

- A cover letter outlining their interest and qualifications for the position
- A current CV
- Contact information for three professional references

Please send your application to [recruitment.haiti@world-renew.net](mailto:recruitment.haiti@world-renew.net), with the subject line: **Logistics & Security Officer Application**. Only shortlisted candidates will be contacted. We thank all applicants for their interest.