

**AVIS DE RECRUTEMENT INTERNE/EXTERNE**  
**J /P Haitian Relief Organization/ CORE recrute :**  
**Un (1) Logistics and Warehouse Officer**

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<b>Position Title</b>	<b>: Logistics and warehouse officer</b>
<b>Supervisor</b>	: Office Manager
<b>Type de Contrat</b>	: CDD
<b>Localisation of the position</b>	: Les Cayes

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### **Introduction**

J / P HRO CORE has evolved as a humanitarian organization since its creation in January 2010. J/P HRO CORE responds to emergencies related to natural disasters, but also of development support mainly in the fields of education, infrastructure, environment and health.

In light of the August 14 earthquake in southern Haiti, J / P HRO CORE received funds from USAID / BHA for an emergency response program in the department of Grand'Anse. The program will be focused on a series of relief activities including debris removal, provision of emergency and durable shelter, cash-for-work, latrines rehabilitation as well as potable water systems rehabilitation.

### **Description:**

The logistics and warehouse officer assists the office manager in Les Cayes in providing logistics support to all program components to ensure an efficient use of resources. The logistics and warehouse officer is responsible for the day-to-day general logistics and stock unit. He/She will provide administrative support to the overall office operation, including technical teams, procurement, fleet and warehouse management.

The logistics and warehouse officer is responsible for the storage and distribution of all program goods. He/she ensure that the right products are delivered to the right location on time and in a cost-effective manner. He/she will responsible for request and delivery planning, stock control, warehousing and monitoring the flow of goods managed from Les Cayes office.

### **Responsibilities and Duties:**

#### **1. Essential Functions**

- Assist the Office Manager in different administrative functions;
- Support the office manager on the program's procurement needs;
- Organizing and maintaining inventory and storage area at all times;
- Respond to other logistics needs in an effective and timely manner;
- Maintains the logistics filing system. (Hard copies and electronic);
- Perform other administrative duties in a manner that supports the Logistics Department and improves JP/HRO efficiency and effectiveness;
- Contributes to team effort by accomplishing related results as needed.

- Supports the office manager in planning, procurement and delivery of programs' procured items
- Supervise the daily entry and dispatch of program goods from the warehouse;
- Supervise and update the warehouse registry to support of any contingency requirements.
- Ensure physical inventories are conducted on a periodical basis and communicated to the office manager.
- Ensure loss reports are drafted and sent to the office manager and project director, as soon as the loss is identified.
- Maintain a transparent, honest and supportive communication structure with colleagues to ensure they are kept informed of applicable logistical activities and requirements.
- Develop and maintain positive relationships with suppliers, local authorities, other NGOs and any other stakeholders, representing JPHRO/CORE and ensuring good cooperation and partnerships.
- Any other admin related duty assigned by the office manager or the Program Director.

## **2. Qualifications**

- Professional / vocational / technical qualification in logistics management with an emphasis on inventory management and procurement.
- Strong working knowledge of English and French (spoken and written).
- Degree in Administration or other related discipline.
- Ability to carry out duties timely and efficiently.
- Fluent written and oral French, Creole and English
- Experience in the NGO sector is preferable.
- Work experience in logistics, preferably in an NGO setting.
- Able to make decisions and prioritize work to meet deadlines.
- Competent with administrative tasks. Problem solving ability. Attention to detail.
- Quick learner with practical, precise approach.

## **3. Required Skills:**

- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Computer skills including the ability to operate spreadsheet and word-processing programs
- Stress management skills
- Time management skills

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**Application file must have :**

- Cover letter ;
- Curriculum vitae ;
- Copies of diplomas or certificates obtained;
- Work certificate for all positions mentioned in the CV;
- ID

Interested parties are requested to submit their application, mentioning in the subject of the email the job title "**Logistics and warehouse officer / Les Cayes**" no later than **October 04, 2021, 5 :00 p.m.** by email to : [hrstaffing@jpbro.org](mailto:hrstaffing@jpbro.org)

***Only selected candidates will be contacted for tests and interviews!***