

Job Title: LOGISTICS/LIAISON OFFICER (1) – SLARI HQ

Position Description: To provide logistics support for SLARI activities and managing supply chain, liaising with the centres. At all times seeking to raise the efficiency of logistics systems and increase their cost-effectiveness.

Department: Administrative Department

Reporting to: The Logistics Officer is accountable to the Administrative Officer.

Duty Station: SLARI Headquarters, Freetown, and also travel to other Research Centres will be required.

Duration: Permanent

Closing Date: 16th December, 2022

Duties and Responsibilities:

The main duties of the Logistics/Liaison Officer are:

- ✓ Assesses and organizes logistics in terms of transport requirements, receipt, handling, storage and distribution of logistics items and establishes proper storage and recording systems including assets;
- ✓ Establishes appropriate specifications of required items, according to guidelines and procedures and in coordination with procurement unit at Headquarters.
- ✓ Cooperation with procurement and liaises with competent authorities for the timely delivery of items.
- ✓ Liaises and keeps close contacts with SLARI implementing partners involved in programme implementation and assists them in all matters pertaining to logistics.
- ✓ Monitors the use of resources (fuel top-up) to ensure they are in line with SLARI rules and guidelines, and adjusts resource plans as required in response to changing circumstances.

- ✓ Actively obtains pertinent information (road networks, security, geography, vehicle availability and communications) on the situation in which logistical operations will occur. Identifies obstacles, and seeks solutions in order to facilitate the operation.
- ✓ All vehicles/Motor bikes (Movement, allocation licenses insurance etc) must be under the direct supervision of the Liaison/Logistics Officer and he must ensure that all faults and breakdowns are immediately reported to the Estate Officer for appropriate action.
- ✓ Develops a network with local authorities, NGOs and the local community at all levels, to gain the most realistic and up to date picture of operational conditions.
- ✓ Analyses the information gathered and draws logical conclusions, without making unsupported assumptions. Checks facts and validates information whenever possible.
- ✓ Demonstrates persistence in the pursuit of logistical options, identifying problems and barriers with a view to finding solutions.
- ✓ Analyses information obtained from a range of sources (including own observations) and applies specialist logistics knowledge and common sense to develop an achievable logistics framework, notwithstanding often complex situations, and conflicting factors.
- ✓ Evaluates available resources (storage capacity, vehicles, and personnel) against the needs and priorities of end users (SLARI field staff, partners, etc.) in order to make maximum impact on the situation.
- ✓ Draws on experience and/or training to proactively identify likely problems in achieving objectives, and makes realistic contingency plans in the event that they should occur.
- ✓ Continues to monitor conditions after initial design, and demonstrates the flexibility and willingness to change adapt or abandon plans if a rational assessment demands it.
- ✓ Understands the complexity of the multiple linkages to the centres activities. Develops and maintains relationships with colleagues and partners to ensure integration of logistics activities into programme plans.
- ✓ Makes imaginative and effective use of logistics facilities available through combining different modes of transport/storage/distribution, carefully matching equipment to tasks.
- ✓ Any other duty that may be assigned.

Academic Requirement

- ✓ Bachelor degree in Management, Public and Business Administration Development or related area is desirable;

Experience

- ✓ A minimum of 5 years (three years with Master's Degree) relevant professional working experience as a Logistics/Liaison Officer, or in similar role;
- ✓ Experience with office management software like MS Office (MS Excel and MS Word, specifically);

Professional Knowledge and Skills:

- ✓ Strong organization skills with a problem-solving attitude;
- ✓ Attention to detail;
- ✓ Excellent communication and writing skills;
- ✓ Ability to prioritize and manage multiple tasks simultaneously;
- ✓ Fluent in English;
- ✓ Excellent organizational skills and ability to work in fast-paced environment;
- ✓ Ability to work as a team player.

Application Procedure:

Sierra Leone Agricultural Research Institute (SLARI) will consider applications from any suitably qualified Sierra Leonean and experienced applicant. **All application letters including CVs and other relevant documents should be enveloped and addressed to the Administrative Officer, Sierra Leone Agricultural Research Institute Headquarters, Tower Hill, Freetown before the close of office on Friday, 16th December 2022.** Enclosing: – a cover letter explaining why you think you would be suitable for the post, including examples of how you have demonstrated the required competencies; – a copy of your CV; – the names and contact details of three referees (whom we can contact with your consent in case of your being selected), who have good knowledge of your work and character.

Please note that only shortlisted candidates will be contacted.