

Jhpiego is an international, non-profit health organization affiliated with [The Johns Hopkins University](http://www.jhu.edu/). For 40 years and in over 155 countries, Jhpiego has worked to prevent the needless deaths of women and their families.

Jhpiego Corporation has been providing technical support to the Ministries of Health in partner countries across the globe for the past 40 years in a variety of technical areas including cervical cancer treatment and prevention, community health, HIV and AIDS, maternal and newborn health, health workforce capacity development (both pre-service and in-service), family planning, malaria, and IPC/WASH.

The Global Reach II project is a five-year global HRSA-funded project, which started in October, 2021. It employs an iterative approach based on a country’s needs, informed by clients and beneficiaries, targeting high-priority populations and low-coverage and poor-performing areas to achieve HIV epidemic control. In Sierra Leone, Global Reach II works with government and builds local capacity to identify and implement proven solutions where they exist and develop innovative solutions to overcome persistent barriers that affect HIV services. Global Reach II will develop the capacity of the interdisciplinary health workforce to provide quality, client-centered care, ensuring that individuals will be informed and empowered to access services, receive high-quality care, adhere to treatment and remain in care, ultimately contributing to achievement of HIV epidemic control in Sierra Leone.

The following vacant position is available for immediate filling:

Administrative and Logistics Officer

Job Location: Freetown

Reports to: Senior Finance and Operations Manager

Supervises: Driver

**Position Overview:**

Supports the organisation’s administrative functions and logistics needs. Responsible for overseeing the receipt, storage, and distribution of goods for the Jhpiego Sierra Leone office. S/he is responsible for maintaining storerooms, monitoring expiration dates, and carrying out monthly stock counts both at the main office and district levels. S/he will also help organize the supply and back-end logistics for outreach and high-volume campaign activities. The Administrative and Logistics Officer work closely with the Sr. Finance and Operations Manager, as well as the Procurement Officer, to develop and improve stores and logistics systems and coordination.

**Duties and Responsibilities:**

Administrative Duties and Responsibilities:

* Coordinates all travel arrangements for staff and guests (i.e., booking of flights and tickets, airport pick up, hotel accommodation, etc.)
* Manages the company’s vehicles
* Maintains office equipment and premises
* Maintains the assets register
* Ensures assets and inventories are well maintained and annual physical verifications are undertaken
* Ensures timely procurement meeting all guidelines and policies in the purchase of equipment, materials, office supplies and stationery
* Makes arrangement for phone credits and internet subscription for all staff
* Ensures the payment of utilities
* Coordinates work and resident permits for expatriate team members
* Coordinate visa and hotel accommodation for all visiting international staff and consultant
* Ensures adequate and organized record keeping of project activities
* Manages petty cash
* Coordinates with Procurement Officer in soliciting quotes for products/services from vendors
* Ensures timely vendor invoices received and payments made
* Coordinates with accounting firm in country and Finance Manager at HQ as required
* Helps with meeting arrangements as needed

**Logistics Duties and Responsibilities:**

* Oversee the receipt, storage, and distribution of goods (medical supplies, medical equipment, cleaning supplies, office supplies, promotional materials, etc.) in a manner that allows for close monitoring, documentation, and maintains strict controls in line with Jhpiego policy.
* Coordinates with Drop-in-Centers (DICs) and health facilities and field staff to ensure timely and efficient movement of supplies.
* Alerts program staff when new supplies arrive.
* Conducts monthly physical stock-counts at main office and district levels, and maintains and distributes an accurate inventory spreadsheet to senior staff.
* Regularly updates bin cards and provide supply issue notes to track movement of supplies in and out of stores.
* Coordinates closely with the Procurement Officer and the Sr. Finance and Operations Officer on supply movement, and the development and improvement of stores policies and guidelines.
* Alerts senior management of stock about to expire, and makes disposal arrangements in line with donor requirements.
* Provides additional supply management and distribution support during the planning and execution of outreach and campaign activities.
* Provide support coordinating Jhpiego’s Freetown-based motor vehicle pool to support official transportation requirements of Jhpiego’s programmatic activities including movement planning and assistance with monthly vehicle reports.
* Liaises with customs/clearances for international procurements
* Support asset tracking
* Assume other responsibilities as may be assigned.

# **Required Qualifications, Experience and Skills:**

* University degree or advanced diploma in Business, Office Management or related field
* Three (3) years of post-qualification experience
* Experience in developing and implementing administrative systems
* Knowledge and experience of office procedures and processes
* Knowledge and experience of petty cash management
* Excellent organizational skills including the ability to handle a variety of assignments sometimes under pressure of deadlines.
* A broad variety of administrative, logistics, office management and computer skills
* Experience in managing teams and supervising multi-cultural staff.
* Self-motivated and proactive with a positive attitude to work requiring minimum supervision.
* Cooperative, hardworking, flexible & dependable.
* Ability to communicate effectively, instilling trust and confidence.
* Be of high integrity and have a sense of confidentiality
* Willing to take on extra responsibilities in order to achieve the goals/objectives set by the organization
* Ability to work independently and as a member of a team
* Supervisory skills

**Qualified persons are required to send their Curriculum Vitae (CV) and application letter to:**  [GH-Recruitments@jhpiego.org](mailto:GH-Recruitments@jhpiego.org)

**Deadline for the submission of applications: November 19, 2021. Please note that given the likely high volume of applications, only shortlisted candidates will be contacted.**