



## JOB ADVERT

<b>Job Title:</b>	<b>Logistics Assistant (Intern / Entry-level position for new / recent Graduate)</b>
<b>Project:</b>	#FreetownTheTreetownCampaign to Plant and Grow One Million Trees in Freetown Peninsula
<b>Project Lead:</b>	Freetown City Council (FCC)
<b>Project Funder:</b>	Resilient Urban Sierra Leone Project (RUSLP) – World Bank / Ministry of Finance
<b>Implementing Partner:</b>	Environmental Foundation for Africa (EFA)
<b>Duration:</b>	15 August 2021 – 15 February 2022 (6 months, renewable)
<b>Reports To:</b>	Project Officer for Administration and Finance and Project Coordinator
<b>Location:</b>	Freetown / Western Area Peninsula (This is primarily a remote position)

### **1. Purpose of Post:**

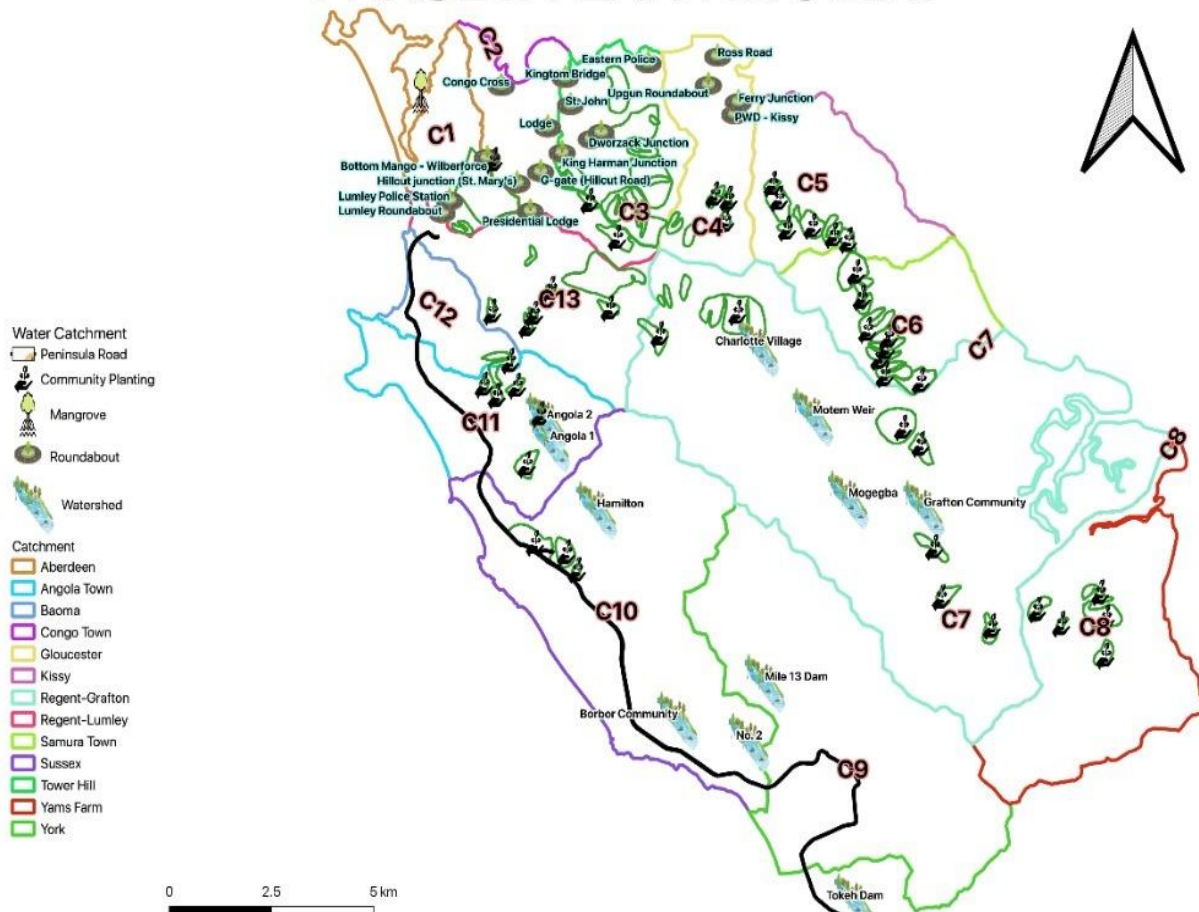
This post will ensure effective tree planting and growing quality control processes to enable continuous tracking and verification of the chain of custody of all trees throughout the nursing, planting and growing stages under the #FreetownTheTreetownCampaign Project implemented by the Environmental Foundation for Africa (EFA) and under the Resilient Urban Sierra Leone Project, funded by the World Bank and the Government of Sierra Leone to Plant and Grow One Million Trees in Freetown and the Western Area Peninsula.

### **2. Project Background:**

In an effort address the impact of intense deforestation and tree and vegetation cover loss, compounded by the impact of climate change on the residents of Freetown and the Western Area Peninsula the #FreetownTheTreetownCampaign was launched in January 2020 as a core component of the Transform Freetown Agenda. The Mayor and the Freetown City Council (FCC) set the goal to increase tree and vegetation cover by 50% from 2018 levels by 2022. To get there, FCC has partnered with Western Rural District Council (WARD-C), central Government and critical civil society partners to plant and grow one million trees across the 13 Catchment areas of the Western Area Peninsula [Freetown and Western Area Rural District] over the 2020 (250,000) and 2021(300,000) and 2022 (450,000) rainy seasons. EFA is supporting the Freetown City Council (FCC) under the RUSLP Urban Greening Program to implement Phase two of the #FreetownTheTreetownCampaign with the following scope for planting, growing and digital tracking of 300,000 trees, shrubs, and grasses across five land use typologies (see below planting model and map) during the 2021 rainy season.

Catchment area	Name	# OF	# OF	TOTAL AREA (h)	Land Use Typologies and Proportions					# of Fruit trees in Community	# of Medicinal trees in	check percentage	Density	Number of trees
					Watershed / Reparian Buffer around Rivers	Roadside	Urban Forest / Green Spaces	Mangroves	Community /Neighborhood					
C1	ABERDEEN	5	11	139	0%	0%	0%	83%	17%	2,600	3,000	100%	High	68,092
C2	CONGO TOWN	7		33	0%	0%	3%	0%	97%	6,600	1,600	100%	Low	15,809
C3	TOWER HILL	16		146	0%	0%	1%	0%	99%	6,250	4,000	100%	Low	20,559
C4	GLOUCESTER	5		76	0%	0%	5%	0%	95%	6,100	4,000	100%	Low	18,581
C5	KISSY	5		73	0%	0%	0%	0%	100%	3,350	4,350	100%	Medium	17,975
C6	SAMURA TOWN	6		102	0%	0%	0%	0%	100%	2,350	4,382	100%	Medium	14,448
C7	REGENT - GRAFTON	14		258	14%	0%	0%	0%	86%	2,150	5,000	100%	Medium	24,847
C8	YAMS FARM	3		40	0%	0%	0%	0%	100%	2,150	4,000	100%	Medium	16,377
C9	YORK	1		27	100%	0%	0%	0%	0%	2,150	4,000	100%	Medium	31,354
C10	SUSSEX	5		298	59%	20%	0%	0%	21%	1,550	4,000	100%	High	21,487
C11	ANGOLA TOWN	5		118	16%	36%	0%	0%	48%	2,050	4,000	100%	High	15,136
C12	BOAMA	1		59	0%	100%	0%	0%	0%	8,600	4,000	100%	Low	21,948
C13	REGENT - LUMLEY	4		164	0%	0%	0%	0%	100%	2,100	400	100%	High	13,388
										<b>48,000</b>	<b>46,732</b>	<b>Total</b>		<b>300,000</b>

## PHASE II PLANTING MAP



### **3. Scope of Work:**

Under the direct Supervision of the Project Officer for Administration and Finance and the Project Coordinator, the Logistics Assistant (Intern) supports EFA to track and verify the chain of custody of all trees from the nursing, planting, and growing stages under the #FreetownTheTreetownCampaign Project through the following key tasks:

- Assist the Project Officer for Administration and Finance in the procurement of goods and services according to the organization's procurement SOPs and according to donor's mandated guidelines.
- Assist to verify that the procurement and logistics documentation is complete and updated accordingly.
- Prepare accurate and timely reports. Report any suspicion of wrong-doing immediately to line manager.
- Participate in evaluation of bidding based on guidelines set by EFA's SOPs and donor conditions
- Assist in checking and reporting the logistic situation in each of the operational planting areas under the Project managed by CBO partners, including receipt and storage of seedlings and keep track of every logistic-related operation in the project operational areas.
- Ensure compliance with organization's processes and donor conditions on logistic and fleet management, ensure that vehicle fleet is in best working condition, scrutinize vehicle log sheets, monitor fuel usage by each vehicle, and maintain records on vehicle maintenance.
- Assist in communication with contractors on bidding and tendering process.
- Performs general and program specific clerical functions (e.g., making phone calls, distributing purchase orders, scheduling, copying, etc.) for the purpose of supporting Project activities.
- Carry out any other relevant duty as requested by the line manager.

### **4. Typical Background, Experience & Requirements:**

#### 4.1.1. Education and Experience

- At least a Diploma, Bachelor's degree preferred, in logistics, procurement, administration, finance or accounting.
- This is an Intern / entry level position for a new / recent graduate with at least One (1) year of relevant or other work experience and a demonstrated willingness to learn. Some experience in a similar post in an NGO or Government organization will be considered an advantage.

#### 4.2. Personal Skills

- Analysis and problem-solving skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners
- Proactive, results-oriented, and service-oriented
- Attention to details, accuracy, and timeliness in executing assigned responsibilities

**5. Key Working Relationships:**

- (1) Internal: Reports directly to Project Officer for Administration and Finance, works closely with all Project Officer for Field Support
  - (2) External: works closely with Sub-Grantees [Implementing CBOs]
- 5.1.1. Supervisory Responsibility: None

**6. Core Competencies (for all Project Staff):**

- Trusting Relationships
- Professional Growth
- Partners
- Accountability

**7. How to apply:**

The application process is strictly online using the link below:  
<https://forms.gle/Bc6wg3wf2zyL7m3G9>

[The application MUST be submitted by 11:59 pm on Saturday 14 August 2021.](#)

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.