



JOB TITLE: Logistics Officer

On-site Logistics Contract LO

Dar es Salaam, Dar es Salam, Tanzania, United Republic

Description

Overall, Purpose / Job Summary:

The Logistics Officer is responsible for ensuring effective and efficient logistics support services, including procurement, transport and fleet management, stock and asset management, and general logistics support to field programs. The Logistics Officer ensures that all logistics operations are carried out in compliance with organizational policies, donor regulations, and local laws and supports access, safety, and security management

Key Responsibilities:

1. Procurement & Supply Chain Management

- Process procurement requests according to organizational and donor procedures.
- Ensure timely, competitive, and transparent purchasing of goods and services.
- Maintain up-to-date records of suppliers and price lists.
- Support framework agreement processes with regular suppliers.

2. Fleet & Transportation Management

- Manage vehicle movement planning and tracking, including coordination with drivers.
- Ensure vehicle logbooks are properly filled and submitted.
- Monitor fuel consumption and maintenance schedules.
- Follow up on vehicle servicing and repairs.

3. Asset & Inventory Management

- Ensure all organizational assets are properly tagged, recorded, and updated in the asset register.
- Conduct periodic physical verification of assets and inventories.
- Track equipment movements between offices and field bases.
- Report damaged, lost, or obsolete assets and coordinate disposal in line with policy.

4. Warehouse & Stock Management

- Supervise receipt, storage, and dispatch of goods.
- Maintain accurate stock records and ensure proper documentation.
- Ensure warehouse safety, cleanliness, and security standards are upheld.

5. Office & Facility Support

- Support office maintenance, including utilities and repairs.
- Ensure availability of office supplies and consumables.
- Liaise with service providers (e.g. cleaners, security, maintenance).

6. Reporting & Documentation

- Maintain all logistics documentation, including procurement files, fleet reports, stock cards, and asset registers.
- Prepare and submit monthly logistics reports to the Logistics Manager or relevant supervisor.
- Participate in internal and external audits as needed.

7. Access, Safety and Security Management

- Responsible for providing support on Country Office Field Program Access, Safety and Security Management and organization policy implementation.
- Provide Access and Security technical support to visitors in the country and to be lead of adapting HEARO Security policies, procedures, guidelines and planning for field implementation and business continuity.
- Manage and further develop with FCs and program managers updated Access and adapted Safety structures consistent with organizational needs and budget and install practices that measure up to program needs.

- Ensure country Office and bases comply with all Action Against Hunger Minimum Operating Security Standards and updated Standard Operating Procedures (SOPs) and contingencies.
- Ensure program delivery plans and support are provided promptly, at scale and in line with rules and principles during Program emergencies, working closely with Country Director, Program, field offices and regional offices

8. Humanitarian Access Management

- Continually analyze Country Offices security context evolution, identify factors affecting Program access and country related security challenges, opportunities for improvement, reviewed and captured in operational security plans every quarter.
- In coordination via Country base and base leadership, develop field access mapping and related movement and means of overcoming obstacle strategies; conduct Periodic review Access and security (quarterly/half-yearly).

9. Monitoring, Analysis and Supervision

- Provide Global Security Advisor context situation update, which includes Security plans and update of actions taken and actions recommended for Security Focal Points implementation.
- Present context written reports and analysis to CO Security Focal points and Field Coordinators as needed; provide informed recommendations in the context of program safety assessments and reviews.

10. Briefings, Training and Capacity Building of Country Office Program Staff

- Responsible to Global Security Advisor and CD task of facilitating and confirming all visitors in the country and base staff receive basic contextually adapted training and necessary briefings on how to respond to context changes and support critical incidents.
- Provide security briefing deliveries to all visiting ACF staff and new joiners within the first 24 hours and provide staff with key security documents.

11. Representation and Coordination

- Represent Action Against Hunger in liaising on a regular basis with relevant local authorities to support ACF Safety and Security operations.
- Coordinate the gathering and distribution of situational information with other relevant actors; triangulate to ensure reliability and accuracy.

Delivery

- Provide quality, timely and consistent service to the country office that are in line with Action Against
- Hunger policies and procedures, national and international standards of procurement
- Oversee quality service delivery against needs, anticipate delivery challenges to ensure service continuity and communicate to internal stakeholders

Supervisory Responsibilities

- They may be required to supervise Drivers, intern(s) and casual laborers

Gender Equality Commitments

- Foster an environment that supports values of women and men, and equal access to information.
- Provide a work environment where women and men must be evaluated and promoted based on their skills and performance.
- Respect beneficiaries' women, men, children (boys and girls) regardless of gender, sex orientation, disability, religion, race, color, ancestry, national origin, age, or marital status.
- Value and respect in all cultures.

Fiscal Responsibility

The position will oversee the expenditure on logistics and administrative related expenses in the country office

Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. You must be able to proofread your own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions, Travel and Environment

- The duties of the job require regular job attendance of at least five days per week. Must be available to work outside normal office hours or at the weekends as required.

Requirements

Qualifications and Experience:

- Bachelor's degree in Logistics, Supply Chain Management, Procurement, Business Administration, or related field.
- Minimum 4 years' experience in logistics, preferably with an NGO or international organization.
- Strong knowledge of procurement, inventory, and fleet systems.
- Proficiency in Microsoft Office (Word, Excel, Outlook).

- Experience with logistics software or ERP systems is an advantage.

Skills and Competencies:

- Excellent organizational and time management skills.
- Strong communication and interpersonal abilities.
- Ability to work under pressure and with minimal supervision.
- High level of integrity and commitment to professional ethics.
- Bi-lingual with excellent knowledge of English and Swahili

Benefits

Action Against Hunger-USA provides all staff with an attractive salary & benefits package. We provide equal employment opportunities (EEO) to all employees & qualified applicants for employment without regard to race, color, religion, gender, ancestry, sexual orientation, national origin, age, handicap, disability, marital status, or status as a veteran. Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

Application Process.

Interested? Then apply for this position by clicking on the apply button. All applicants must upload a cover letter and an updated resume and both must be in the same language as this vacancy note. Applications will be reviewed on a rolling basis and deadline is July 21, 2025

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