



EMPLOYMENT OPPORTUNITY

Agile Plan to Integrated Resilience for Girls, Women, and Youth (APIR TURKANA) is a social impact community-focused charitable foundation that works with and for vulnerable, marginal, and minority communities in Turkana to bridge the gap of socioeconomic inequalities. We are founded on the principles of social resilience, community-led actions, and equity, equality, and inclusivity. APIR TURKANA is seeking to recruit a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

Job titles	PROCUREMENT, LOGISTICS AND FLEET OFFICER.
Deadline	Friday 29th December 2023
Reference	16/KAK/2023
Reports to	TBC
Duty Station	Kakuma - Remote support to Lodwar office.
# of positions	1
Job Purpose	The finance officer will ensure efficient and effective financial systems and controls in the area field offices. He /she will support the program in the field by ensuring the timely production of reports and information.
Duties & Responsibilities	<p>Logistics:</p> <ul style="list-style-type: none"> ✓ Support in ensuring that vehicle regulations/guidelines are adhered to as per prevailing Regulations. ✓ Assist in reviewing vehicle log sheets, mileage, and fuel records. ✓ Ensure that all vehicles are equipped with fire extinguishers and all other safety equipment. ✓ Support in ensuring that office safety equipment is installed and is routinely maintained. ✓ Support in maintenance of stock reports and asset registers in all offices. <p>Procurement:</p> <ul style="list-style-type: none"> ✓ Update the procurement tracker and share it with the supervisor for onward submission to the Budget holders. ✓ With support from the Supervisor ensure that all vendors/consultants go through Finscan assessment before engagement. ✓ Ensure APIR TURKANA Policies are disseminated among suppliers and service providers. ✓ With directions from the supervisor ensure quotations/close tenders/ local tenders/International tenders are in place as per APIR TURKANA policies and regulations. ✓ In coordination with supervisor ensure that requisitions are received from the field promptly, enabling timely support. ✓ With support from the supervisor, ensure procedure propriety, from PR up to a delivery note, considering the supply chain concepts (quality-quantity- delivery timesatisfaction of project). <p>Asset Management:</p> <ul style="list-style-type: none"> ✓ Register all APIR TURKANA office assets across the county

	<ul style="list-style-type: none"> ✓ Support in making the physical count, in liaison with finance to ensure the accuracy of the Asset Register. ✓ Get custodian signatures on registered assets. ✓ Maintain proper records for easy access to information. <p>Fleet Management:</p> <ul style="list-style-type: none"> ✓ Daily vehicle checks ✓ Monthly vehicle reporting (from the tracking reports) ✓ In charge of the routine vehicle maintenance (cleaning, servicing) ✓ Tracking and ensuring timely renewal of the Vehicle Insurance <p>Liaison:</p> <ul style="list-style-type: none"> ✓ Ensure that any asset/s that is due for disposal/transfer is fully approved. ✓ Ensure that APIR TURKANA vehicle licenses are up to date as required. <p>Administrative:</p> <ul style="list-style-type: none"> ✓ In consultation with the Admin Assistant ensure office stationery stocks are maintained and up to date. ✓ In coordination with direct supervisor efficiently extend support required by field staff to fulfil APIR TURKANA requirements. ✓ In coordination with the Direct Supervisor and the Admin Assistant, ensure that all administrative procurements (flight- visitors-meetings and conferences-fuel - stationaries- Consumable Items, electricity, and mineral drinking water are done in accordance to APIR TURKANA policies and procedures). ✓ Other Any other duties commensurate with the level and grade of the role which may from time to time, reasonably be requested by the Supervisor
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<p>BEHAVIOURS (Values in Practice) (Section should not consist of Competencies as this are the standard Values in practice)</p>	<p>Accountability:</p> <ul style="list-style-type: none"> • holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling APIR TURKANA values. • holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved. <p>Ambition:</p> <ul style="list-style-type: none"> • sets ambitious and challenging goals for themselves and their team, take responsibility for their personal development, and encourages their team to do the same • widely shares their vision for APIR TURKANA, engages and motivates others • Future-orientated, thinks strategically and on a global scale. <p>Collaboration:</p> <ul style="list-style-type: none"> • Build and maintain effective relationships with their team, colleagues, Members, and external partners and supporters. • values diversity, sees it as a source of competitive strength. • approachable, good listener, easy to talk to.
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	<p>Creativity:</p> <ul style="list-style-type: none"> • Develop and encourage new and innovative solutions. <p>Integrity:</p> <ul style="list-style-type: none"> • honest, encourages openness and transparency; demonstrates highest levels of integrity.
Job Specification and Desirable skills	<ul style="list-style-type: none"> ✚ Bachelor’s Degree in purchasing and supply, specializing in procurement and logistics or related field with relevant work experience. ✚ Minimum of 3 years of work experience in a similar role. ✚ Possess a professional qualification in Purchasing and Supply Chain Management and a registered member of the CIPS/KISM
Desired skills and Competencies	<ul style="list-style-type: none"> ✚ Strong communications and negotiations skills. ✚ Excellent computer skills (MS Office). ✚ Strong analytical skills and attention to detail. ✚ Ability to work within a team and able to multitask. ✚ Fluency in communications in both English and Swahili languages.

HOW TO APPLY

All interested qualified candidates to submit an online application to APIR TURKANA through the program website: All the jobs have been posted here? www.apirturkana.org/careers/

Select your position and follow prompts, attach your Motivation/cover letter (Maximum 1 page) and Curriculum Vitae as separate documents on the provided online application form both in form of either PDF or Word ONLY.

Please don’t attach your other documents such as certificates and testimonials.

Should you have trouble using this, please send your application to hr@apirturkana.org and subject being “APPLICATION FOR ‘**POSITION NAME**’”

All applications MUST be received on or before: 29th December 2023. APIR TURKANA is an equal opportunity employer, as detailed in our “**Equal Employment Opportunity Policy.**”

DISCLAIMER: We do not charge any money all through recruitment processes. Should anyone including staff, donors and partners request for this, please do not hesitate to contacting the organization Executive Director through info@apirturkana.org copying complaints@apirturkana.org.

Any form of canvassing or bribery WILL ATTRACT TOTAL DISQUALIFICATION.