

## JOB POSTING

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**Position:** CODE Sierra Leone Logistics Officer  
**Location:** Sierra Leone  
**Reports To:** Country Representative  
**Supervises:** External Consultants, Procurement Assistant  
**NOTE:** *Candidates must have the right to work in Sierra Leone.*

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Good books brought to life by excellent teachers help learners understand and thrive in the world around them. That is the idea behind CODE. CODE takes a comprehensive approach to programming, working with teacher educators, teachers, librarians, writers, and publishers to develop and sustain literate environment. We work in partnership with national and local governments, local implementing partners and in-country experts as well as with international experts.

Under the direction of the Country Representative and working in close collaboration with other staff members in the Sierra Leone Country Office and other program staff and consultants. The **CODE Sierra Leone Logistics Officer** is responsible for supporting the implementation of CODE's project(s) in Sierra Leone in accordance with the organization's Strategic Plan. The **CODE Sierra Leone Logistics Officer** supports CODE's implementation of literacy and education programs. In addition, s/he collaborates with other staff to ensure the effective and efficient functioning of the CODE Sierra Leone Office. The **CODE Sierra Leone Logistics Officer** will supervise local CODE personnel, and external consultants ensuring the highest quality results. The **CODE Sierra Logistics Officer** is responsible for ensuring programs are supported through proper logistics operations, procurement and systems, which are essential for meeting project objectives.

The **CODE Sierra Leone Logistics Officer** will be responsible for supporting the CODE Sierra Leone office with all logistics and procurement processes, systems, tools, and will work closely to ensure all payments are made as agreed with vendors in a timely manner. The **CODE Sierra Leone Logistics Officer** will lead the process for procurement, analysis and delivery of all necessary items for project implementation, in close collaboration with the Project Managers and Finance Manager.

## **MAJOR RESPONSIBILITIES**

### **Lead Logistics Processes**

- Ensure all procurement and logistics processes are followed
- Prepare all relevant procurement documentation such as sealed bids, ensuring all tenders are fully compliant with logistics processes and systems, provide needed quotations for procurement, and other related duties
- Responsible for conducting assessments into relevant providers, with the oversight of the Country Representative, to pre-approve vendors for supplies needed
- Works closely with Project Managers to support with logistics and procurement as needed
- Plan organize any necessary field trips for CODE SL staff
- Support Project Managers with finding venues for workshops and other associated project needs.
- Works with local partner as needed by projects and operations
- Prepares logistics reports as required by donors and CODE systems and processes

### **Reporting**

- Supports the CODE SL office, Finance Manager and Project Managers with any necessary reporting to donors, CODE HQ in Ottawa, and government annual reporting
- Prepares all necessary logistics and procurement documents, reports, for the Finance Managers to comply with donors rules and regulations, and with CODE finance and procurement policies

### **Represent CODE**

- Always be representing CODE with clear ethical guidelines and transparent processes with all external stakeholders
- Represent CODE with any relevant logistics coordination mechanisms in country, with INGOs, UN agencies and government ministry requirements

## **POSITION QUALIFICATIONS**

### *Essential*

- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- 5 to 8 years experience as a Logistics Officer with an INGO
- English fluency critical, both written and oral
- Experience with international standards of logistics and procurement guidelines and policies
- Experience managing timelines and budgets
- Excellent interpersonal, problem solving and communication skills
- Innovative and creative thinker
- Demonstrated ability to get things done
- Strong work ethic and be able to work well independently as well as be part of a team

### **Deadline for applications: Friday, May 21, 2021**

Please include a CV and cover letter and send to [jobs@code.ngo](mailto:jobs@code.ngo) with Logistics Officer in the subject heading. For more information about CODE, visit [www.code.ngo](http://www.code.ngo)