

<https://jobs.eagmark.net/job/logistics-and-procurement-assistant/>

Responsibilities Procurement

- Conduct procurement in-country to ensure effective and efficient management of the Office, in line with CIMMYT's policies and delegation of authority.
- Works closely with the CIMMYT headquarters to comply and align the procurement process with pertinent policies.
- Facilitate the internal and external audits taking place in-country for CIMMYT.

Administration

- Arrange meetings, workshops, and seminars by supporting travel, VISAs, and help in deciding for hotel stay for visitors/officials, conference room booking etc.
- Manage Facilities and supplies and ensure timely replenishment of supplies working with providers
- Oversee office cleanliness and repairs working with and within the host institution policies.
- Recording keeping (virtual and physical) of important CIMMYT Documents.
- Any other activity as required by the supervisor.

Transportation

- Ensure adequate transportation operation in country, from fleet requirements planning, vehicle purchase, registration, assignment, transfers, maintenance, to disposal and incidents (crash and collision) management.
- Implement the Transport Management Policies and procedures ensuring it is understood by all and it is adhered to.
- Ensure recharges to the customer units are accurate and timely and work together with the Fleet Management Unit at HQ and the Finance Coordinator in country in updating rates periodically.
- Maintain that vehicle files are well designed and organized, filing system is in order and all documentation is filed in respective files.
- Liaise with Insurance Company to optimize in insurance costs and coverage. Oversees accident reports and documentation is correctly filled out; submits the reports to the insurance company and follow-up on claims to completion.
- Ensure all new staff members are meeting the requirements to be authorized to drive CIMMYT vehicles.
- Support Internationally Recruited Staff in obtaining Driver's licenses in Sudan.
- Support transportation budget monitoring with Finance Coordinator. Monitor fleet expenses (i.e maintenance, fuel, etc.) compare them to budget in a periodic manner to identify unusual trends/deviation and implement corrective actions to address them. Ensure fleet costs are properly charged in accordance with policy.
- Assess and implement effective fleet safety system and programs. Develop

Logistics and Procurement Assistant

Hiring organization

International Maize and Wheat Improvement Center (CIMMYT)

Employment Type

Full-time

Industry

Agriculture

Job Location

Khartoum, Sudan

and implement a comprehensive E&OHS program.

Qualifications

- Bachelor's degree in administration, Finance, or Operations.
- Minimum 3 years of experience in working in a multifunctional domain, ideally gained in both private and Non-For-Profit environments.
- Experience working with donors and knowledge of donor requirements of funded projects.
- Experience working in international environments.
- In-depth knowledge and hands on experience of MS Office especially MS Word and MS Excel
- Good Analytical and report writing skills.
- High level of confidentiality and integrity
- Excellent verbal and written English communication skills.
- Able to be flexible in taking up tasks outside of regular job responsibilities as required.
- Experience in operating in a matrix-style management internationally.
- The selected candidate must exhibit the following competencies:
Organization, Critical thinking, Teamwork, Client Orientation, Problem Solving decision making, Negotiation and Conflict resolution.

Job Benefits

- Private Health Insurance
- Pension Plan
- Paid Time Off
- Work From Home
- Training & Development

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