



JOB OPENING: LOGISTICS OFFICER (1 POSITION)

The Infectious Diseases Research Collaboration (IDRC) with support from Malaria Action Plan for Districts (MAPD) seeks to hire a suitable candidate for the position of **LOGISTICS OFFICER** to be based in Kampala with frequent travel to sites involved in the Malaria Action Plan for Districts (MAPD) Program.

Duties and Responsibilities

1. Assess project logistical needs including Internet data, supplies needs and draw a work plan to meet those needs; share the work plan with the Project and Procurement Manager.
2. Together with the Procurement Manager, ensure that project supplies are requested for and approved in time, while following proper IDRC procurement procedures
3. Work with the Supplies Officer to receive, verify, organize and dispatch supplies for the field team and also ensure that supplies are received by the intended recipients.
4. Photocopying and printing of all necessary field documents
5. Organizing for the logistical aspects of trainings and workshops including identifying venues, dispatching invitation letters and seeking quotations.
6. Develop a work plan for in-country field trips together with the technical and administrative team.
7. Ensure that all accountabilities related to field and project expenditures are accurate, completed, and submitted promptly.
8. Work with the Finance Team to ensure that site support is disbursed in a timely manner.
9. Monitor timeliness of submission of data from all health facilities involved in the MAPD program.
10. Support MAPD program activities as and when requested.

Qualifications and other desirables for the job:

1. A Bachelor's Degree in any of the following; Project Management, Development Studies, Monitoring and Evaluation, Social Sciences with a bias in Administration
2. Experience of 2-3 years and above working in a similar role and setting

3. Good interpersonal and communication skills.
4. Networking skills
5. Integrity and ability to develop a productive working relationship with District Health Teams.
6. Ability to operate in a fast and diverse environment

How to apply: Typed letters of application together with current CV, plus copies of academic certificates should be delivered to:

**The Human Resource Manager
Infectious Diseases Research Collaboration (IDRC),
P. O Box 7475, Kampala, 2C Nakasero Hill Road OR
IDRC Tororo Office at the Tororo District Hospital OR
IDRC Mbarara Office Opposite Lake View Hotel OR
IDRC Mbale Office on Plot 35 Masaba Road OR
IDRC Busia Office at Masafu General Hospital OR
IDRC Fort portal Office Kagote Division, Kabafumu Road OR
IDRC Jinja Bugembe Office next to Uganda Prisons.**

Applications can be submitted to HR@idrc-uganda.org. This advert can also be found on the IDRC website www.idrc-uganda.org and all social media sites.

ADDITIONAL IMPORTANT COMMENTS: Please note that failure to comply with the below will render your application invalid for this process.

1. All applications must be delivered on or before **5:00pm, Friday 22nd December 2017**.
2. All applications must be accompanied by the following at the time of submission:
 - a) Current CV (Use Word or PDF format only for email submissions; photos are not allowed).
 - b) Typed letters of application (Use Word or PDF format only for email submissions; photos are not allowed)
 - c) The contact details of three work related referees
 - d) Copies of academic certificates (Use Word or PDF format only for email submissions; photos are not allowed):
3. If you are applying by mail, PLEASE ENTER YOUR NAME & THE NAME OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
4. Submission of incomplete or inaccurate documents will render that applicant ineligible for consideration for the job opening.
5. Applications cannot be amended following submission.
6. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.