

## **Mission :**

Created in 1991, Secours Islamique France (SIF) is an international non-governmental relief and development organization (NGO). SIF acts in strict neutrality, without distinction of origin, gender or religion, and is dedicated to alleviating the suffering of the world's most deprived populations.

Under the guidance of the Head of Mission, the Logistics Manager will be responsible for mission's procurement, general logistics, the fleet management, and asset, warehouse and security management of SIF in Nigeria.

SIF Nigeria mission was opened in 2017 in Maiduguri and large scale food security, wash and protection activities have been implemented in Maiduguri and Ngala LGAs. Current projects implemented in Borno and Zamfara states include food distributions, borehole drillings and emergency response in Farm Center IDP camp. The Nigeria mission is now looking forward to developing new projects in both Borno State in the North-East, and in the North-West to expand its activities and diversify its portfolio.

## **MAIN TASKS:**

- Technically support the base logisticians, base managers and program managers;
- Ensure that all procurements are compliant, tracked and recorded, and ensure that open and free competition for procurements is adhered to;
- Manage all premises and fleet, follow up movements;
- Ensure smooth communication and collaboration with all departments;
- Ensure implementation of high Security & Safety standards;
- Frame and support the deployment of SIF teams to new areas of intervention;
- Support exploration and assessment missions to new areas;
- Support program teams on the design of projects and specific SOP for emergency activities.

## **Profil :**

### **KNOWLEDGE / STUDIES / DIPLOMAS**

- University degree in a relevant field
- 2-3 years of experience in a similar role for an INGO with progressive responsibility
- Team management experience including capacity building

### **HARD SKILLS**

- Fluency in spoken and written English is required;
- Speaking a local language would be an asset;
- Proficiency in Microsoft Office mandatory;
- Previous experience in a volatile context is a must;
- Previous experience in Nigeria would be an asset;
- Previous experience with SIF would be an asset.

## SOFT SKILLS

A proactive person with initiative and drive, honesty with a high level of integrity; a team-player with good planning, time management and problem-solving skills;  
Ability to work under adverse conditions which may change quickly requiring flexibility;  
Ability to work in a cross-cultural environment;  
Ability to work under minimal supervision;  
Commitment to SIF mission and values.

### **Conditions :**

- 6 months, full time, renewable
- Contract start date: **As soon as possible**
- Remuneration according to profile
- Per diem, guesthouse
- Health insurance - 60% covered by SIF
- Repatriation/liability insurance - 100% covered by SIF
- Break allowance during the 3 and 9 month breaks
- Airfare to and from the mission location to home - paid by SIF at 6 and 12 months

### ***SIF's commitment :***

At SIF, we consider diversity to be an asset. We therefore consider all applications corresponding to the skills required for the position to be filled.

SIF reserves the right to carry out criminal record checks in accordance with current legislation.

SIF respects the humanitarian principle of "Do no harm" and ensures that the safety of children is a primary consideration in all its activities.

SIF has a zero-tolerance policy towards any type of fraud, corruption, moral harassment, abuse or violence of any kind whatsoever, and more generally any breach of legislation, regulations or its code of conduct.

It mobilizes all its staff in the promotion, dissemination and respect of the principles laid down in its charter.

Do you recognize yourself in this profile and support our commitments?

Join our chain of solidarity by applying for this job vacancy.