

# act:onaid Job Description and Person Specification

Job Title:	Snr. Logistics Assistant		
Department:	HROE	Salary Level	Non Managerial (NM) 3
Reports directly to:	Head to HROE		
Location:	Accra		
Job Purpose: (State major reason for the position)	To support in the provision of effective administrative and logistics services to staff and relevant stakeholders in performance of their official duties.		
<b>Accountabilities</b>			
Key Responsibilities: (List the major responsibilities the job holder is expected to perform)	Key Activities		
<b>Administrative</b>	<ul style="list-style-type: none"> <li>▪</li> <li>• Responsible for renewal of organization’s statutory documents</li> <li>• Prepare memos to process payments of bills</li> <li>• File relevant administrative documents</li> <li>• Open Accra Office premises for cleaners to work and supervise them accordingly.</li> <li>• Ensure the maintenance of hygienic sanitation in all public areas (washroom, kitchen, dining hall, porch ) at the Accra Office at all times.</li> <li>• Ensure Accra Office and other common areas are locked and adequately secured after working hours and all electrical gadgets are switched off.</li> <li>• Assist in fuel allocation to senior staff , Board, relevant guests and other office equipment e.g. generator, lawn mower, official vehicles</li> <li>• Maintain and update staff and dependents database on medical schemes, vehicle insurance and road worthy certificates, etc</li> <li>• Support in driving to send staff to official programmes, pick letters from the post office and undertake official rounds as appropriate.</li> <li>• Assists in the management of the Accra Office Reception.</li> </ul>		

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<p><b>Travel Management</b></p>	<ul style="list-style-type: none"> <li>• Maintain a database of travel requirements of relevant countries to advise staff/stakeholder in a timely manner about their travel requirements to those countries.</li> <li>• Responsible for booking, confirming and issuance of flight reservations for staff and relevant stakeholders in accordance with AAG regulations adopting appropriate cost-effective and management strategies.</li> <li>• Co-ordinate local/international travels of staff and other stakeholders</li> <li>• Co-ordinate visa processes for staff, Board members and other stakeholders</li> <li>• Ensure efficient use of transport by advising on the most cost-effective means</li> <li>• Ensure transport arrangement for airport /hotel transfer is made for AAG and AA International staff and Board members as appropriate.</li> </ul>
<p><b>Workshop and Meetings Support</b></p>	<ul style="list-style-type: none"> <li>• Support co-ordination of conferences and workshops including Board of Trustees’ meetings by ensuring availability of equipment and logistics</li> <li>• Inform workshop participants and other guests of safety/security provisions of workshop facilities and emergency procedures established.</li> </ul>
<p><b>Procurement</b></p>	<ul style="list-style-type: none"> <li>• Collate information for designing of Price List</li> <li>• Source for invoices for procurement</li> <li>• Complete relevant templates such as LPOs, etc for procurement</li> <li>• Process LPR/LPO for review and approval.</li> <li>• Inspect all goods and services delivered to ensure it meets required specification.</li> <li>• Ensure that procured items are passed through the store, inform relevant staff who requested the items to request through the store and enter Assets into the Accra/GAVRP Assets registers</li> <li>• Assists to inspect facilities of Service Providers to ensure compliance to acceptable standards</li> <li>• Responsible for petty cash disbursement and reimbursement of funds.</li> </ul>

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	<ul style="list-style-type: none"> <li>Responsible for timely and cost-effective procurement of office supplies such as water, kitchen goods and toiletries.</li> </ul>
<p><b>Inventory /Utilities Management of Accra /GA &amp;VLRP Offices</b></p>	<ul style="list-style-type: none"> <li>Maintain and periodically update assets register</li> <li>Code assets as appropriate in line with established format</li> <li>Label and keep under lock all spear keys for office premises and vehicles</li> <li>Conduct periodic assets verification</li> <li>Assist to monitor and collate assets/equipment for auctioning</li> <li>Prepare, coordinate and implement a schedule of maintenance of equipment such as generator, air-conditioners, computers, printers, etc and arrange for repair works to be undertaken.</li> <li>Monitor utilities usage to avoid waste</li> <li>Monitor usage of water, toiletries and provisions</li> <li>Collate data on vehicle and utilities management.</li> <li>Educate staff and ensure use of energy saving gadgets.</li> </ul>
<p><b>Records Management</b></p>	<ul style="list-style-type: none"> <li>Design an appropriate template that is aligned to AAG’s records management system to capture relevant file details for proper records management</li> <li>Periodically educate Accra staff on AAG records management system</li> <li>Manage effectively Accra office/GA&amp;VLRP records and archives and ensure they are appropriately transferred to AAG Archive Repository Centre as relevant</li> <li>Maintain up-to-date file of relevant original documents on the Affiliate Programme’s capital assets such as the office premises, vehicles, generators, and other statutory documents such as receipt for property rates, business registration, TIN, etc documents.</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>Educate visitors and guests of AA who will come into contact with AAG children accordingly on child protection issues</li> <li>Ensure that parental or guardian’s consent is sought for any administrative activity that will involve children.</li> <li>Ensure parental or guardian consent is sought before taking any images or footage of children and explain the use to which they will be put.</li> <li>Share Visitor’s Travel information with AAG guests and brief them about security and safety issues whilst they Accra.</li> <li>Assist in maintaining security and safety gadgets and equipment and facilitating staff security and safety training/education in</li> </ul>

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	<p>the Accra office.</p> <ul style="list-style-type: none"> <li>Facilitate and ensure secure, hygienic and safe work environment in the Accra office.</li> <li>Implement systems and mechanisms to ensure adequate security of AAG personnel, premises and assets in the Accra/GARVP.</li> </ul>
<b>Relationships/Assets maintained</b>	
<i>Internal Relations (Describe level and nature of contacts with AAG)</i>	Maintains contact with Country Leadership team, Senior managers, Finance team , Admin team, Accra Office team and All staff.
<i>External Relations (Describe level and nature of contacts outside AAG)</i>	Maintains contact with Board and General Assembly members, embassies, hotels, ECG, Ghana Water, Electricians, Auto-Mechanics, Travel and Tour operators, Suppliers of goods, Filling stations, Immigration Service, Social Welfare and GRA office.
<i>Responsibility for Assets (Describe types of assets directly handled or supervised)</i>	<i>Official vehicle, Office equipment, generator, office furniture</i>
<b>COMPETENCIES:</b>	
<b>EDUCATIONAL QUALIFICATION</b> (State minimum entry educational/professional qualification required by the position).	Higher National Diploma in relevant field + 2 years' experience
<b>TECHNICAL</b> (State core job knowledge/skills required for successful execution of the job)	<ul style="list-style-type: none"> <li>○ Knowledge of Assets management principles</li> <li>○ Knowledge Travel management procedure</li> <li>○ Knowledge of Records keeping principles</li> <li>○ Knowledge of petty cash management process</li> <li>○ Knowledge of basic security principles</li> <li>○ Ability to coordinate international conferences</li> <li>○ Ability to design assets codes</li> <li>○ Ability to design referencing and filing codes</li> <li>○ Ability to drive within town and for long journeys</li> </ul>
<b>PERSONALITY</b> (State core personal	Integrity

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attributes required for successful execution of the job)	<ul style="list-style-type: none"> <li>Objectivity</li> <li>Proactive</li> <li>Sensitivity</li> <li>Detail orientation</li> <li>Tact</li> <li>Emotionality</li> <li>Reliability</li> <li>Communication</li> <li>Coping with pressure</li> <li>Cost consciousness</li> <li>Innovation</li> <li>Agility</li> <li>Digital savvy</li> <li>Learning</li> <li>Flexibility</li> <li>Gender Awareness</li> </ul>
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## Competency Profile

Competency	What it looks like
Integrity	Behaves in an honest, fair and ethical manner; shows consistency in words and actions; models high standard of ethics.
Objectivity	Ability to base conclusions and decisions on facts, measureable and observable analysis.
Proactive	Ability to identify and exploit opportunities and in taking pre-emptory action against potential problems and threats.
Sensitivity	Being sensitive to other people’s feelings, needs, thoughts and values
Detail orientation	Ability to pay attention to detail
Tact	Ability to handle conflict, confrontation, disagreement and delicate personal situations in such a manner as to solve the problem and sustain positive relationships
Emotionality	Ability to control anger, frustration, tension and nervousness, especially in conflict situations

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Reliability	Ability to keep to time and other commitments ; delivers on commitments made to others
Communication	Ability to speak or write in a manner that communicates the intended message without hurting other people
Coping with pressure	Ability to cope with work, time and people pressures
Cost consciousness and management	Knowledge of cost consciousness principles and ability to adopt relevant cost management strategies to manage cost.
Innovation	Ability to introduce something new in role – it could be new ideas, systems, procedures, etc to add value to the work of the organization.
Agility	The ability to take quick decisions and move to take opportunities in the interest of the organization.
Digital savvy	Ability to learn and apply new digital knowledge and skills to improve business processes and functions.
Learning	Ability to acquire new, or modify existing knowledge, behaviours, skills, values, or preferences in alignment with current context and requirements.
Flexibility	Ability to take decisions with relative ease looking at compelling factors without being fixated to one position.
Gender awareness	Knowledge and ability to understand the differences in roles and relations between women and men, especially in the workplace.