



Recruitment Reference: HIPHIL/CVD2/2017/003

Handicap International Federation is an independent international aid organization working in situations of poverty, exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups in 60 countries, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.

The **Cardio Vascular Diseases (CVD)/diabetes project** has been successfully implemented in Davao Region in collaboration with local health authorities in the past years. HI is now about to implement a new phase of the project, which will replicate the successful approach to new regions and will introduce additional specialized care components.

Handicap International Federation is currently seeking a:

Logistics Assistant and Driver - CVD project (Davao)

Global Objective of the Position:

Under the direct supervision of Field Administrative Officer, carry out procurements adhering to the logistics procedures of the organisation and donor; drive staff and goods safely and maintain the HI vehicle.

S/he will be based in Davao.

Key Responsibilities:

Supporting Field Administrative Officer to ensure efficient management of the supply chain:

- Undertake market research to identify suppliers and equipment;
- Acquire quotations and assist the Field Administrative Officer in preparation of documentation;
- Along with the Field Administrative Officer, implement the purchase procedures within the team;

- Maintain records on storage, arrange for materials to be placed, moved or destroyed in storage;
- Assist in the preparation of monthly purchase and service monitoring tool and procurement files;
- Receive, review, log, and route incoming communication on procurement request/invoices;
- Check and verify invoices for goods and services delivered ensuring accuracy and completeness of documentation and timely payment;
- Ensure that computers and other equipment of the project are well-maintained;
- Screen, register and route incoming correspondence and telephone calls within project team for appropriate action;
- Facilitate the maintenance, repair, replacement, and disposal of office equipment;
- Distribute office supplies;
- Maintain filing system to include all equipment manuals, maintenance schedules and logs documentations;
- Assist staff with logistical tasks and assist in checking the physical inventory.

Carry out proper maintenance of the vehicle and drive cautiously to ensure safety of the vehicle, passengers and goods:

- Drive the HI Staff, Partner's Staff and visitors as required by the activities in the project implementation;
- Maintain cleanliness of the vehicle, facilitate regular service maintenance and do minor trouble shooting;
- Responsible for the renewal of the vehicle registration and other pertaining documents required by law and ensure that required documents for the use of the vehicle are always updated and are available;
- Maintain records of trips, daily mileage, fuel consumption, service maintenance and other related reports;
- In case of vehicle accident, responsible in the preparation of the accident report and obtaining the Police Report;
- To work during emergency cases, and prepared to travel outside Davao City, overnight trips/weekend service if required by the project;
- Coordinate security situation with the Project Manager and Field Administrative Officer for all the trips outside Davao City;
- Ensure that the vehicle is safely parked at all times.

Perform other duties that may arise in line with the level of responsibilities of the JD, as agreed with the line manager.

Qualifications:

- Minimum of High School diploma;
- At least 2 years professional experience working in a similar role;
- Good computer skills;
- Organized and motivated;
- With professional driver's license and NBI or police clearance is a **must**;
- Experience with other NGOs/government/private employer is desired.

Requirements:

- A **resume not longer than three (3) pages** summarizing qualifications and experience with 3 work references with contact details;
- An **application/motivation letter**;
- Recruitment Reference (**HIPHIL/CVD2/2017/003**) should be specified in the subject line of your email application;
- Available to start immediately.

Salary:

In determining salary for this position, Handicap International Federation-Philippines Program applies its salary grading process, taking into consideration the job description and applicant's previous work experience and the organization's salary grid.

*Please send the stated requirements to recruitment@handicapinternational.ph before **13 March 2017**. Kindly note that we will contact only the short-listed candidates and application from persons with disabilities are also welcome. To learn more about Handicap International, please visit our website at www.handicapinternational.ph.*