



Handicap International Federation is currently seeking a:

Consultant to provide administration and logistics support in Western Visayas office for ensuring functioning of the CVD project.

Duration: 13 June to 12 August 2017 (Freelance/service contract)

Base: Roxas with relevant travel if needed

CONTEXT OF THE MISSION

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.

Expected Results:

The consultant is expected to perform the following task:

a. Finance

- i. Collect and review liquidations of project staff

b. Logistics

- i. Undertake market research to identify suppliers and equipment;
- ii. Acquire quotations for purchases to be made in preparation of documentation for the purchase;
- iii. Implement the purchase procedures of the organization within the team;
- iv. Maintain records on storage, arrange for materials to be placed, take an active role in arranging for materials and publication to be placed in storage or for distribution outside the office;
- v. Receive, review, log, and route incoming communication on procurement request/invoices;
- vi. Check and verify invoices for goods and services delivered ensuring accuracy and completeness of documentation and timely payment; Follow up completion and maintain updated filing system for procurement documentation.

- Ensure that the items received are matching with the purchase orders;
- vii. Distribute office supplies; assist in maintaining records of inventories and planning for ordering supplies to assure adequate routine office supplies and keep in stock;
 - viii. Assist staff with logistical tasks such as photocopying or mailing requirement of the project as requested.

c. Admin

- i. Submit weekly excel time sheets every Monday and at the last monthly cut-off every 28th of the month to FAO in Davao
- ii. Check the attendance based on the logbook and leave forms and forward to FAO in Davao for reconciliation by the 5th of the following month;

Requirements in Education/Skills:

- Minimum requirement of degree level in any of the following; accounting/ financial management/ administration and logistics or related areas;
- At least 2 years professional experience working in a similar role;
- Preferably with NGO/INGO experience;
- Analytic, organized, creative, motivated;
- Ability to deliver the required outputs;
- Good communication skills;
- Fluent in oral and written English and Filipino;
- Willing to work in Roxas and Western Visayas;
- Willing to accept 2 months contract.

What needs to be submitted:

1. Curriculum Vitae (CV)
2. Application Letter
3. Copy of BIR Registration/TIN ID

Send to the e-mail addresses below **on or before 29th May 2017.**

- Michelle De Claro recruitment@handicapinternational.ph
- Rhea Fe Poliquin logistics.manila@handicapinternational.ph