

**TERMS OF REFERENCE FOR PROCUREMENT AND LOGISTICS ASSISTANT – GASHAKA GUMTI NATIONAL PARK**

**Description:** Nigeria’s largest protected area, Gashaka Gumti National Park (GGNP) is located in Taraba and Adamawa States on the border with Cameroon. ANI Foundation is a Nigerian NGO established to demonstrate that private sector investment can make the protection of nature profitable. Protection of Gashaka Gumti National Park is our first project and we have signed an agreement with the National Park Service establishing a Private-Public Partnership co-management model. ANI requires a full-time Procurement and Logistics Assistant to be based in Taraba State near the park, who will support the Procurement and Logistics Manager.

**Hierarchy:** Reports directly to the Procurement & Logistics Manager

**Based at:** Serti (Gashaka L.G.A., Taraba State)

**Job Summary:** The Logistics and Procurement Assistant supports the Procurement & Logistics Manager in procurement, equipment provision, and logistics to the ANI Gashaka Office. They also assist with administrative work to ensure the right supplies are delivered to GAO on time.

**EXPERIENCE AND QUALIFICATIONS:**

**Responsibilities & Tasks:**

- General Procurement Duties:
  - Source items requested within Serti and assist the suppliers in gathering the right specifications and quality.
  - Raise Purchase Orders (POs) and maintain Procurement records
  - Record order requests sent and generally maintain the Weekly Procurement Update Sheet
  - Track the status of order requests and POs to avoid lapses.
  - Manage the Inventory Management and Staff Rations Collection using specific/standard formats
  - Prepare comparative tables and participate in the selection committee.
  - Verify invoices and follow up on warranties and after-sales services.
  - Correspond, and negotiate with ANI Gashaka vendors.
  - Organize and maintain Suppliers and price lists
  - Prepare comparative tables and participate in the selection committee.
  - Ensure compliance with standard ANI Gashaka procurement rules.
  - Understanding the market and creating new strategies to keep up with new developments
  - Monitor contractors’ activities related to service/procurement contracts.
  - Maintain and update suppliers’ lists and price lists.
  - Verify invoices and follow up on warranties and after-sales services.
  - Correspond and negotiate with ANI Gashaka vendors.
  - Manage office contracts (insurance, equipment, security, etc.)
  - Manage imprest in the absence of the PLM which includes submitting Petty Cash Retirements, Summaries, and Receipts while maintaining a ZERO variance between cash received and receipts and cash on hand.

- Relieve the PLM in her absence.
- Relieve the bookkeeper in GAOS when required which includes the control of stock and filing
- Logistics:
  - Monitor vendors' activities related to item deliveries.
  - Verify monthly vehicle reports.
  - Coordinate drivers' movements and activities.
  - Manage vehicle maintenance, licenses, and insurance coverage
  - Verify monthly vehicle log books.
  - Ensure all field goods are dispatched with the delivery notes
  - Check the condition of ANI Gashaka-owned property.
  - Monitor property use and report changes (e.g., stock tracking).
  - Oversee office equipment maintenance and repairs.
  - Set up workstations for new staff.
  - Ensure proper communication equipment maintenance.
- Overseas Procurement:
  - Cross-check shipping documents to ensure they align with Nigeria Import regulations
  - Coordinate timely clearance from the port and delivery of goods with Clearing Agents.
  - Undertake any other reasonable duties assigned by the supervisor.

**Qualifications:**

- Bachelor's degree or HND in relevant fields (Engineering, Business Administration, Procurement, etc.).
- At least two years of experience in procurement/logistics in a National or International Organization.
- Fluent in English and Hausa or Fulfulde.
- Have good Microsoft Excel skills, detail-oriented, and data analytic skills
- A firm understanding of the global purchase market
- Effective time management and organizational skills.
- Ability to multi-task.
- Team spirit and problem-solving abilities.
- ***Females are highly encouraged to apply.***
- Living within Taraba and Adamawa States is a plus.

**Salary and other benefits:** There will be a competitive salary commensurate with experience. Medical Insurance, Group Life insurance, contributory pension are provided, and the opportunity to learn further on the job.

The CV should list two independent professional referees and contact details for previous employers should also be provided. Please send applications to [fo@ani-nigeria.org](mailto:fo@ani-nigeria.org) as one single Word or PDF document by 7<sup>th</sup> October 2024. The title/subject of your email and application should be "PLM Assistant".