



The National Public Health Institute of Liberia (NPHIL) Vacancy Announcement

DIRECTOR OF LOGISTICS & SUPPLY CHAIN

GENERAL INFORMATION

Opening Date: January 30, 2025

Closing Date: February 13, 2025, at 5 PM GMT

Apply via email: nphilhrdivision01@gmail.com

Location: Monrovia, Liberia

Institution: National Public Health Institute of Liberia

Job Grade: D1

ABOUT THE NPHIL:

The National Public Health Institute of Liberia (NPHIL) was established by an Act of the National Legislature in 2016 to enhance public health research, disease prevention, and outbreak response. We are seeking a dynamic and results-driven Director of Logistics to oversee and manage the logistics function for NPHIL, ensuring smooth and efficient delivery of services to the public health sector through the following core values:

- Ethics and integrity
- Transparency
- Accountability
- Equity
- Partnership
- Quality
- Productivity
- Innovation

POSITION SUMMARY:

The Director of Logistics will provide strategic leadership and management for the logistics operations at NPHIL, ensuring effective and efficient movement, storage, and distribution of essential materials, equipment, and supplies. He/she will oversee supply chain management, managing logistics teams, and working closely with other divisions to maintain operational readiness in the public health domain.

KEY DUTIES & RESPONSIBILITIES:

- Develop, implement, and maintain logistics strategies to ensure the timely delivery of supplies and equipment for NPHIL's projects and activities.
- Manage the supply chain process, including inventory control, warehousing, distribution, and transportation, ensuring all resources are available when needed.
- Develop contingency plans for logistics operations during emergencies, ensuring minimal disruption to the delivery of critical supplies.
- Ensure the proper storage, management, and tracking of all assets and supplies to maintain accurate records.
- Ensure proper asset management by maintaining an up-to-date inventory of all equipment and materials owned by NPHIL.
- Oversee the disposal of obsolete or damaged equipment in line with government and donor regulations.
- Maintain oversight of NPHIL's fleet of vehicles, ensuring proper maintenance, tracking, and efficient dispatch for project activities and emergency responses.
- Ensure necessary approvals are obtained for vehicle use and movements.
- Monitor fuel consumption and ensure cost-efficiency in fleet operations.
- Ensure logistics support is in place for NPHIL's emergency preparedness and response efforts, including stockpiling emergency supplies and coordinating rapid response deployments.
- Ensure all logistics activities comply with NPHIL, government, and donor policies, as well as international best practices.
- Prepare and submit regular reports on logistics operations, inventory levels, and vehicle management.
- Ensure compliance with health and safety standards across logistics operations.

SELECTION CRITERIA:

- Advanced degree in Supply Chain Management, Logistics, Business Administration, or a related field.
- At least 3 years of progressive experience in logistics and supply chain management, preferably in the public health sector or emergency response context.
- Proven leadership and management skills, with experience managing diverse teams.
- Strong knowledge of inventory control systems, fleet management, and supply chain optimization.
- Familiarity with government and donor regulations related to logistics and procurement.
- Excellent analytical, organizational, and problem-solving skills.

KEY COMPETENCIES:

- Strategic Planning and Implementation
- Supply Chain Optimization
- Fleet and Asset Management
- Emergency Logistics and Contingency Planning
- Leadership and Team Development
- Compliance and Regulatory Knowledge

- Communication and Stakeholder Engagement

REPORTING:

The Director of Logistics & Supply Chain will report directly to the Deputy Director General of Administration of NPHIL and work closely with other departments as needed.

APPLICATION PROCESS:

Interested candidates are invited to submit their CV, cover letter, and credentials via email to nphilhrdivision01@gmail.com. Please use the subject line “**Application-Position of Director of Logistics & Supply Chain**”.

NOTE:

- Only LIBERIANS who meet the job requirements will be shortlisted for interview.
- The National Public Health Institute of Liberia is an equal opportunity employer, and female candidates are strongly encouraged to apply.