



Job Title	Logistics and operations support officer
Reports to	Administrative, Finance and HR Manager
Type	Full time staff (either based in Lome, working remotely)
Working Hours	Full time
Duration	1 year

DESCRIPTION OF ORGANISATION

Caritas Africa is the social pastoral ministry of the Catholic Church in Africa. As one of the seven regions of the Caritas Internationalis Confederation, which consists of 162 members, it was formally established on January 20, 1995, in Matola, Mozambique. This followed the approval of its initial statutes by the member organizations, or national Caritas entities. Caritas Africa comprises a network of 46 national Caritas organizations across 46 African countries, which includes adjacent islands in the Atlantic and Indian Oceans. The headquarters of Caritas Africa is located in Lomé, Togo

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Program Support

- Produce quality reports from webinars convened by Caritas Africa and Zonal Coordinators
- Schedule online and in person meetings and prepare minutes from meetings
- Preparation of official correspondence on events and ensure effective and efficient management of information flow.
- Follow up with Member Organisations on narrative and financial reports from the Africa Inclusive Economic Recovery Campaign project and other programs
- Dissemination of information to Caritas Africa member organisations on events and other official matters from the Regional Secretariat
- Assist in the maintenance of a proper filing system for administrative, finance and project documentation.
- Liaise with head office for authorisation of payments and official correspondence
- Perform any other incident-specific related duties, as required by the functional supervisor.

Human Resource Management Support

- Support Caritas Africa's recruitment processes: Preparation of draft job descriptions, advertisement of positions, shortlisting and applications, scribing of panel interviews and the preparation selection reports.
- Support the HR manager with employee onboarding and offboarding
- Provide administrative assistance by coordinating and maintaining human resource documents, systems and records.



Event Logistics Management

- Prepare Mission Orders for Regional Executive Secretariat staff
- Search for event venues (hotels or conference centres) and negotiate prices for each for the conferences and workshops, upon request and according to the established procurement procedures.
- Follow-up with venue representatives about details and needs of each event, provides all on-site requirements and coordinates all pre-event requests
- Preparing, printing and organizing all event-related documents including follow up correspondence to the parties involved.
- Responsible for the logistic coordination and organization of assigned events all over the world in regard to venues booking, staff travel coordination, booking flights, visa applications, transit arrangements, cab services and events' material organization.

REQUIRED QUALIFICATIONS

EDUCATION

Essential: A first level university degree in public or business administration, logistic management, or social sciences from an accredited/recognized institute.

Desirable: Professional certification/qualification in areas such as Accounting, Human Resource Management or Procurement and Logistics.

EXPERIENCE

Essential: At least five years' related experience, at the national and international levels, in managing logistics operations and supply operations in international organizations/institutions

Desirable: Fluency in Either French, English and Portugues and has experience working for Faith Based Organisations or the Caritas network.

Other competencies: Team work, Respect to all, Communication, producing results and knowing and managing yourself

OTHER INFORMATION

- Only candidates under serious consideration will be contacted.
- Interviews will be carried out on Zoom and a written test may be used as a form of screening.

Application

Submit your CV and 3 Referee contacts by June 25, 2024 recrutement@caritas-africa.org