



Call for an Operations/Logistics Coordinator

Job descriptions and job responsibilities

Operations/Logistics Coordinator

1. Obtain necessary permissions for all the Foundation's events such as city permissions, police permissions, local council permissions, environmental permissions etc
2. Research on the required permissions and procedures for conducting the Foundations events and advise management.
3. Manage all Foundation's Guest pick up and drop offs - all modes such as air, road or water
4. Advise and oversee the Foundation's product import or export processes to ensure compliance with the relevant laws
5. Draw up logistic budgets in line with the Foundations expectations and objectives
6. Make pay outs for logistics related products and services in line with the budgets drawn and present all receipts to the accounts personnel
7. Supervise the work of all the personnel assigned to the logistics department both within the Foundation and or outside support staff assigned to logistics during events or planning processes
8. Develop risk management programs to ensure continuity of supply and smooth flow of event/programs in emergency scenarios
9. Plan or implement improvements to internal or external logistics systems or processes
10. Collaborate with other departments to integrate logistics with systems or processes, such as artists coordination, workshop coordination, order management, research, accounting, etc
11. Analyze all aspects of logistics to determine the most cost-effective or efficient means of carrying them out and advice management on same.
12. Create policies or procedures for logistics activities
13. Attend staff meetings and contribute to suggestions and planning.
14. Most importantly, you will have to work hand in hand with all team members and keep in mind our organization's values; this should be your willing commitment.
15. Implement any other tasks as might be directed by management

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Qualification

- Minimum a diploma in Business Administration or management related Course
- Good command in Internet applications
- Good communication and people Skills
- Transparency and Accountability is a bonus
- Team work is very important
- Out going personality

Work Experience

- Atleast 2 years Experience in a similar field

Other Requirements

- Flexibility is a big Plus
- Ability to travel once in a while
- Late nights during EVENTS

Dead Line 30th April 2019

Send your CVS to info@bayimba.org

For more information check out www.bayimba.org