

## Generic ToR Logistics and Administration Officer

1. Develop systems for efficient reception, clearance, storage and distribution of supplies and equipment.
2. Establish and maintain contacts with local offices, ACT partners or other relevant partners/clusters on shipping policies, customs clearance procedures, ports of entry, security and other important information regarding the storage and forwarding of goods.
3. Management of inventory and office equipment
4. Procurement of goods and services in collaboration with NCA team and NCA HO.
5. Ensure that NCA vehicles are in working order and meet national and international standards and responsible for the daily coordination of drivers, stevedores, storekeepers etc.