

IMAGINE WORLDWIDE

JOB DESCRIPTION

Job Title:	Logistics Manager
Incumbent(s) or Open:	Open
Department/Country:	Technical Services - Sierra Leone
Duty Station:	Freetown
Contract Type:	Fixed-term contract for 2 years
Direct Report:	Director of Technical Services - Sierra Leone
Functional Report(s):	Director of Supply Chain - HQ
Date Finalized:	15th November 2024

About Imagine Worldwide

Imagine Worldwide Ltd is a subsidiary of Imagine Worldwide, is a California-based (United States) nonprofit organization. Imagine exists to demonstrate that children with personalized technology in their hands can become literate and numerate with little or no adult instruction. More than 250 million children and youth worldwide do not have access to school. And hundreds of millions more go to school but never learn to read or write. We believe in working with schools and communities to address these seemingly intractable problems.

We are partnering with organizations across the globe to implement tablet-based learning solutions. We are continuously building evidence on what works, why, and under what conditions. We use data to continuously improve content, approach, and implementation. Then we provide tools, expertise, capital, and a network to enhance the ability to scale. We envision a world where all children have access to opportunity. Through rigorous implementation of tablet-based learning solutions in areas with few alternatives, we continue to open up limitless possibilities for all children.

Imagine Worldwide Ltd has partnered with the Ministry of Basic and Senior Secondary Education (MBSSE) in Sierra Leone, and other partners to scale up nationally an innovative Edtech program that is focused on improving literacy and numeracy skills among learners in standards 1-6 in all public primary schools in Sierra Leone. To support this ambitious program, Imagine Worldwide Ltd seeks to engage a Logistics Manager to join a team to support the Ministry of Education and other implementation partners in the successful roll out of the program.

Candidate Profile

The Logistics Manager will play an instrumental role in carrying out Imagine's mission to scale tablet-based learning solutions that enable children in Sierra Leone to become literate and numerate. The successful candidate will play a key role in handling import clearance, inventory management, and distribution of supplies and materials for our programs. They will be tasked with coordinating customs clearance, analyzing distribution and warehousing budgets, managing orders, planning routes, processing shipments and ensuring adherence to health and safety requirements. The candidate will join a highly committed and collaborative team that is working together to empower every child, to achieve their full potential. The position offers an international, flexible, learning environment to enhance individual career development and growth.

Key Responsibilities

The Logistics Manager will work closely with Imagine's Director of Technical Services and local implementing partners to fulfil 2 areas of responsibility. Firstly they will take the lead in defining logistics routes to replenish stock in schools and implementation partners and secondly, they will lead inventory controls across all sites in Sierra Leone. This responsibility includes managing shipments and imports, logistics, and inventory management. The Manager will work with technical support partners to ensure timely deliveries of locally procured assets and scheduling of installations. The Logistics Manager's responsibilities will include - but will not be limited to the following:

Logistics

- Manage import requirements, and application of tax waivers to streamline customs clearance process.
- Coordinate with the government supply unit to arrange vehicles to distribute supplies and materials to schools.
- Establish forward and reverse logistics to replenish stock with implementation service partners and return broken products from schools. Provide a monthly report of distribution costs.
- Manage fleet, distribution costs and budgets.
- Coordinate with technical service partners and vendors to ensure that all equipment is delivered on time and installations are timely.
- Engage regularly with the Program team and local implementing partners for project planning and inventory requirements
- Secure insurance where relevant, warehouse, products in transit and manage relationships with insurance providers.
- Manage project risks with creative problem-solving and escalate as required

Inventory Management

- Manage inventory management systems to ensure visibility of equipment at school sites and maximize uptime and performance
- Manage warehousing and storage of equipment.
- Implement 6s warehouse management protocols and other best practices in inventory management.
- Manage inventory at the warehouse, with service partners and in schools and provide a monthly report on stock losses.
- Develop tools to track inventory and logistics KPIs.

Health & Safety and Responsibilities

- Implement health and safety policies for Imagine in Sierra Leone with clear physical safety precautions for electrical equipment, physical security of high-value items
- Assess and mitigate risks of theft or loss of high-value items

Qualifications

The successful candidate will possess the following competencies, experiences, and qualities:

- Bachelor's Degree in a relevant field: Supply Chain and Logistics
- A minimum of 5 years experience in supply chain management
- Experience using inventory management systems SAP, ERP or similar systems.
- Good knowledge of computer hardware and software

Specific skills (required)

Exceptional project management skills and proven experience that includes:

- Excellent written and oral communication skills in English
- Strong interpersonal and relationship-building skills
- Ability to work effectively in multicultural environments and teams
- Strong organization skills and superior attention to detail
- Ability to work under pressure and meet deadlines
- Ability to proactively manage and resolve conflicts
- Experience in managing multi-site and multi-partner projects
- Ability to prioritize and display a high level of adaptability/flexibility while handling job responsibility
- Experience of both iOS and Android operating systems
- Mac OS experience is beneficial

Qualities

- Passion for Imagine's mission and vision
- Demonstrated commitment to equity in educational access and outcomes

- Demonstrated competency in project management and desire to manage complex projects
- Demonstrated ability to think independently and solve problems
- Collaborative team player; clear and proactive communicator
- Flexible, adaptable, and able to work in a fast-paced, changing environment

Compensation & Benefits

Salary is competitive and commensurate with experience. .

Location

The Logistics Manager must be based in Freetown, Sierra Leone, with travel to field sites as required. The Logistics Manager will frequently collaborate and coordinate with local staff from our Implementation Partner organizations and Imagine HQ.

How to Apply

Please submit your application by completing the form on [this link](#). You will be required to upload your resume or CV. Applications for this role close on 13th December 2024.

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Imagine Worldwide is proud to be an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.