

TERMS OF REFERENCE FOR HEAD ADMINISTRATION AND LOGISTICS

Job Summary:

This role will be responsible for leading the Administration unit and managing the warehouses, determining the feasibility of asset acquisition and participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization.

Asset Management

- 1 Develop and oversee the implementation of the asset management system, including: the establishment of the Asset Management Unit, departmental policies and procedures
- 2 Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable
- 3 Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations
- 4 Execute and monitor the implementation of the asset acquisition, maintenance and disposal plans
- 5 Prepare a business plan for the life cycle of assets, including; an analysis of pricing options utilising life cycle cost, and recommendations on the most appropriate asset solution
- 6 Prepare a monthly reconciliation with supporting schedules of the asset registers to the relevant accounting records, and resolve uncleared items

Logistics Management

- 7 Manage planning and implementation of logistics, including coordination with Project Managers and Project Developers
- 8 Plan or implement material flow management systems to meet production requirements.
- 9 Participate in the development of logistics policies and procedures in line with the procurement policies and strategic objectives of the organization.
- 10 Coordinate the logistics of material and equipment for rig and production operations.
- 11 Maintain metrics, reports, process documentation, customer service logs, or training or safety records.

- 12 Resolve problems concerning transportation, logistics systems, imports or exports, or customer issues.
- 13 Monitor product import processes to ensure compliance with regulatory or legal requirements.
- 14 Direct distribution centre operation to ensure achievement of cost, productivity, accuracy, or timeliness objectives
- 15 Recommend purchase of new or improved technology, such as switches, conductors and protection services.
- 16 Prepare a detailed report on stock received and status of expected shipments.
- 17 Monitor compliance with quality assurance guidelines in the procurement process and monitor the implementation process.
- 18 Manage and process orders of equipment and materials like transformers, switches, conductors, insulators, poles and protection devices from the various units.
- 19 Overseeing the management of the warehouses and ensuring goods are stored safely.

Administration Management

- 20 Supervise the building's operations and maintenance, real estate, project planning and management, communication, finance, facility function, technology integration, and environmental factors.
- 21 Handle the acquisition, distribution, and storage of equipment and supplies.
- 22 Oversee the preparation, analysis, negotiation, and review of contracts related to the purchase or sale of equipment, materials, supplies, products, or services.

Leadership

- 23 Supervise and manage the performance and development of staff in the department in line with the Organisation's goals, objectives, policies and regulations.
- 24 Development of annual work plans and the annual budget plans and implementation.

Education and Experience

- Master of Business Administration/Management/Accounting/Finance (MBA), Master of Science in Accounting/Finance/Economics/Project Management/Procurement/Supply Chain Management.
- Having full Professional Qualification or at his or her last level of qualification in Accounting, Financial Management, Project Management, Business Management, Procurement, Logistics, and Supply Chain Management or related professional qualification would be an added value.
- At least 6 years of experience and 2 of which should be at manager level.

OR

- Bachelor's Degree (A0) in Business Administration, Management, Accounting, Finance, Economics, and or Procurement/Supply Chain Management.
- Having full Professional Qualification or at his or her last level of qualification in Accounting, Financial Management, Project Management, Business Management, Procurement, Logistics, and Supply Chain Management or related professional qualification would be an added value.
- At least 8 years of experience and 2 of which should be at manager level;