

Department: Logistics
Responsible to: Logistics Manager
Location: Liberia
Contract length: One month

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose

Mary's Meals requires the individual to render the following services with regard to Mary's Meals Liberia assets verification exercise at the following office locations; Tubmanburg, Senji, Gbah, Gbarnga and Montserrado.

Through this exercise, Mary's Meals seeks to verify and confirm, exactly know what assets it currently has, where these assets are located and how these assets are changing over time. This will allow the organization to keep track of details of each fixed asset, ensuring control and preventing misappropriation of assets. This is in addition to fulfilling the requirements of our internal compliance process on property plant and equipment and the impairment of assets management system. Currently Asset purchases are monitored at the point of payment of the invoices from the suppliers. Generally, the asset register is updated from the Goods Received Note and with all payments related to asset acquisition. The contractor will be required to:

Key activities:

- Establish the physical existence of the assets recorded in MMI asset book
- Ascertain the location of the assets) Tag the assets
- Establish the condition of the assets

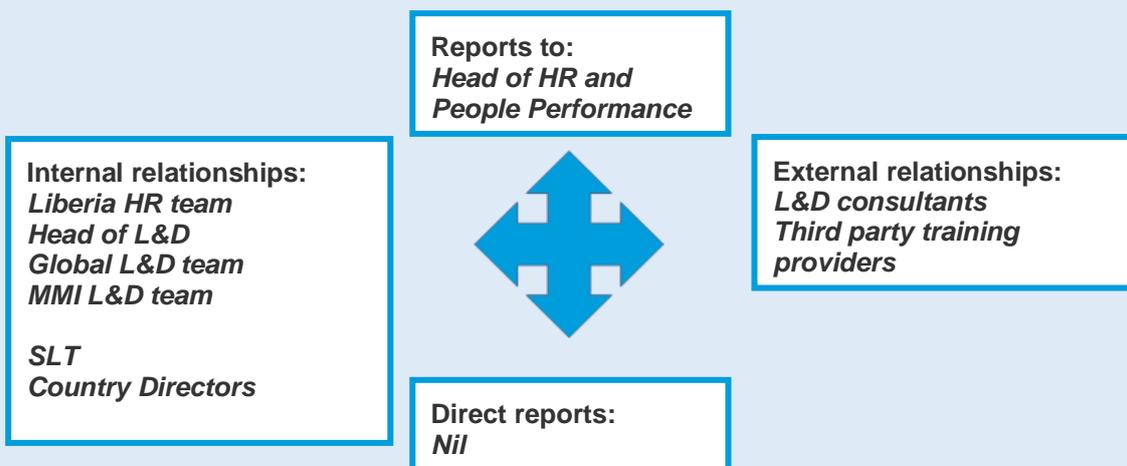
VERIFICATION METHODOLOGY

- The following procedures should be followed during the verification exercise;
- Listing of all assets by description and asset code as per the asset register
- Confirming whether the asset number on the asset agrees with that in the asset register
- Verifying the asset register against actual physical inventory

GENERAL FINDINGS

- After the exercise, the asset register should be provided and available and a report is prepared summarizing the recommendations, actions and decisions required in order to get approval from the management on the recommendations, actions and decisions, especially on write offs.
- This is necessary to ensure a clean asset register that will tally with the physical assets. The results of the verification exercise should be summarized in the following sections for each asset category showing:
 - Normal assets
 - Number of assets tagged
 - Obsolete/spoilt assets
 - Lost assets
 - Recommendations

Key relationships



Qualifications, skills and experience	Essential	Desirable
Relevant degree and or experience	✓	
CIPD Qualified / SHRM-SCP/SPHR		✓
At least 3 years' experience working within a similar learning and development environment	✓	
Demonstrates up-to-date knowledge of effective training and capacity building methods	✓	
Proven experience in delivering training	✓	
Proven experience in updating training policies		✓
Excellent presentation and facilitation skills for the dissemination of information	✓	
Proven experience delivering training within tight budget constraints	✓	
Ability to develop suitable materials for capacity building	✓	
Experience of delivering training in a not for profit and/or a global organisation		✓
Proficient in LMS and e-learning platforms and practices		✓

Demonstrable experience or qualification in coaching and mentoring		✓
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Mary's Meals International team member competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

To apply, please send your CV (maximum 3 pages) with details of three professional references (emails and cell numbers) and a cover letter explaining why you are interested in the role to Jobs.Liberia@marysmeals.org

Your covering letter should make a compelling case for why you feel motivated to work for Mary's Meals Liberia in this role, as well as giving a concise overview of your most relevant skills and experience and should fill no more than two pages of A4.

As part of our commitment to safeguarding children you will be required to provide an up to date Police Clearance of good conduct (Liberian nationals) Closing date: Wednesday 16th November 2018 at 5pm. Interviews:

Interview dates will be communicated to shortlisted candidates. While Mary's Meals Liberia will endeavour to contact all candidates within a reasonable time, this may not always be possible due to limited resources. Therefore, if you have not heard from us within two weeks of the closing date, you can assume that your application has, on this occasion, been unsuccessful. Mary's Meals Liberia is an equal opportunities employer. All applicants will be judged strictly on the basis of merit.

Please note: A second interview stage may be required.

Mary's Meals is an equal opportunities employer, all who meet the criteria are encouraged to apply.