



Logistics Manager

School-to-School International (STS) is a nonprofit organization based in Pacifica, California, USA, committed to improving the lives and learning of girls and boys worldwide through thoughtful research, practice, and partnerships. For more than a decade, we have partnered with individuals, government ministries, nongovernmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We have worked in more than 30 countries across the globe providing assistance in research and evaluation, curriculum and training, and policy and planning.

The newly awarded Strengthening Teacher Education and Practice (STEP) activity is a five-year project funded by the United States Agency for International Development (USAID) and implemented in partnership with Florida State University. It has two overarching objectives: (1) to strengthen primary teacher education preparation programs (pre-service); and (2) to operationalize a national continuing professional development (CPD) framework (in-service), including an established system for new teacher induction.

Role: STS is seeking a Logistics Manager to join the team in its Lilongwe-based office. The responsibilities of the Logistics Manager may include, but are not limited to, the following bullets.

Responsibilities:

- Support the technical team in planning logistics of all programmatic and administrative activities
- Work with the finance and administration team to support the fuel replenishment processes.
- Develop efficient driver schedules to ensure programmatic and administrative activities are fully supported.
- Schedule regular vehicle maintenance and insurance to ensure operational efficiency.
- Monitor and ensure vehicle operation in compliance with local driving code and STS rules and regulations for the use of a project vehicle
- Compile and submit vehicle reports, including records of vehicle operations, fuel consumption, expenses.
- Drive staff on official duties and/or business within and outside of Lilongwe, as requested by supervisor
- Help procure and maintain vehicle-related equipment and project inventory list
- Attend team meetings and organizational initiatives, as needed
- Support the recruitment of additional driver(s)

- Other duties as assigned by supervisor

Qualifications:

- Qualified and professional driver with vehicle maintenance knowledge
- Five or more years of driving experience with demonstrated safe driving record
- A valid Driver's License issued in Malawi
- Diploma in Logistics preferable
- Defense driving training preferable
- Basic mechanical skills
- Good leadership qualities
- Good knowledge of Malawian culture and geography
- Good organization and time management skills
- Experienced with common administrative tasks
- Good oral and written English language skills and ability to communicate in common Malawian languages
- Ability to interact professionally with team members, consultants, financial institutions and USAID
- Willingness and ability to travel to sites as needed

Location: Field office in Lilongwe, Malawi

Please submit a resume/CV and cover letter describing your interest and qualifications to info@sts-international.org no later than May 6, 2022 with the subject line "Logistics Manager." Applications will be reviewed on a rolling basis.

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation, or any other characteristic protected by applicable law.