

Job Description

Logistics Officer – Bhotekoshi Flood Response 2026

Opening: 1 position

Location: Kalikasthan

Duration: 1 September 2026 to 30 November 2026 (with possibility of extension)

Reports to: Finance and Logistics Coordinator

Introduction

People in Need (PIN) is a non-governmental, non-profit, international organization founded in the Czech 1992. PIN arrived in Nepal as part of a humanitarian response to the April 25, 2015 earthquake. Since its inception in Nepal, PIN has had a strong role in designing and facilitating systemic solutions advocating for and addressing the needs of vulnerable populations affected by disasters including person categories who live in geographically remote areas of the country, historically marginalized ethnic groups, and those marginalized because of their age and/or gender identity. Currently, PIN Nepal is implementing programmes under three strategic pillars 1) Emergency response and recovery, 2) Climate resilience, and 3) Civil society and inclusive governance. PIN Nepal team works in and promotes strong partnerships with civil society, Government of Nepal, academia, private sector and other key stakeholders in Nepal. Together with them, PIN Nepal has become one of the pioneer organizations advancing programmes such as landslide disaster preparedness and anticipatory action, climate and flood resilient housing, durable local solutions, climate change modelling for more inclusive and efficient local decision-making, girls and inclusive education, waste management and circular economy approaches. PIN is strongly committed for safeguarding of children and vulnerable adults, including persons with disabilities, in line with its safeguarding framework and child protection policy.

Scope of Work

The Logistics Officer is responsible for ensuring timely, efficient, and accountable logistics support for emergency flood response operations. The position will oversee procurement, transportation, warehousing, asset management, fleet coordination, and distribution of relief supplies to affected communities while ensuring compliance with organizational policies, donor requirements, and humanitarian standards.

All PIN staff agree to:

- Comply with all relevant PIN policies, Country Program Policies, and guidelines related to their position.
- Show a strong commitment to the inclusion of all groups within Nepal and dedication to PIN Nepal's Inclusion Guidelines.
- Perform and accurately complete administrative tasks related to their position.
- Strive for quality in all aspects of their work and ensure the highest quality performance of the Country Program.

People in Need
K.M.C-11, 130 Thapathali
Marg, Kathmandu, Nepal
Kathmandu, Nepal

+977 01 4002100
nepal.info@peopleinneed.net
peopleinneed.org.np

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- Maintain a positive attitude and promote a professional & productive working environment across all staff, departments, and among all of PIN's partners.
- Adhere to PIN Code of Conduct and key policies including Anticorruption Policy, Child Protection Policy and Safeguarding Policy.

About the Project

People in Need (PIN) is implementing an Emergency Flood Response Project in Rasuwa District to provide timely humanitarian assistance to flood-affected communities. The project focuses on addressing immediate humanitarian needs through emergency relief, early recovery support, and the restoration of essential services while ensuring accountability, compliance, and efficient use of resources.

Efficient logistics and supply chain management are critical to the success of the response. The project therefore requires robust procurement, warehousing, transportation, fleet management, and distribution systems to ensure that relief items and resources are delivered safely, timely, and in compliance with donor, organizational, and humanitarian standards.

The Logistics Officer will play a key role in supporting emergency operations by ensuring the effective management of procurement processes, inventory control, transportation, asset management, and supply chain activities to facilitate the successful implementation of the Emergency Flood Response Project across Rasuwa District.

Key Summary of Functions

The Logistics Officer is responsible for managing the end-to-end logistics function for emergency flood response operations, including the procurement, transportation, storage, and distribution of relief supplies. The role ensures effective warehouse and inventory management through regular stock monitoring, accurate record keeping, and proper control of relief items. The position coordinates fleet operations, vehicle maintenance, and transportation arrangements to support timely delivery of assistance. The Logistics Officer supports procurement processes and supplier management in compliance with organizational policies and donor requirements, while facilitating accountable and efficient distribution of relief items to flood-affected communities. The role also maintains comprehensive logistics documentation and reporting systems, coordinates closely with program teams, suppliers, local authorities, and other stakeholders, and monitors logistics activities to identify and address risks or operational bottlenecks. Additionally, the Logistics Officer ensures adherence to humanitarian principles, safeguarding standards, and organizational procedures, while providing rapid and flexible logistical support during emergency response deployments.

Requirements

Logistics and Supply Chain Management

- Coordinate the procurement, transportation, storage, and distribution of emergency relief items.
- Ensure uninterrupted supply of essential materials required for flood response activities.
- Monitor stock levels and maintain accurate inventory records.
- Support rapid mobilization and delivery of humanitarian assistance to targeted communities.
- Coordinate with program teams to forecast logistics needs and replenishment requirements.

2. Warehouse and Inventory Management

- Manage warehouse operations and ensure safe storage of relief supplies.
- Maintain stock cards, inventory registers, and warehouse documentation.
- Conduct regular physical stock counts and reconcile discrepancies.
- Ensure proper handling, labeling, and tracking of all inventory items.
- Implement inventory control measures to minimize losses and damages.

3. Transportation and Fleet Management

- Coordinate transportation of relief materials, equipment, and personnel.
- Monitor vehicle utilization, maintenance schedules, and fuel consumption.
- Ensure compliance with vehicle safety and security standards.
- Maintain fleet records, movement logs, and transport documentation.
- Support transportation planning for emergency distributions and field visits.

4. Procurement Support

- Support procurement activities in line with organizational and donor policies.
- Prepare logistics specifications and procurement documentation.
- Assist in obtaining quotations and evaluating suppliers.
- Follow up with suppliers to ensure timely delivery of goods and services.
- Maintain procurement and logistics records for audit purposes.

5. Distribution and Emergency Response Support

- Facilitate distribution of relief items to flood-affected populations.
- Support beneficiary verification and distribution planning.
- Ensure proper documentation of distributions, including distribution reports and beneficiary records.
- Monitor distribution activities to ensure transparency and accountability.
- Participate in rapid response deployments as required.

6. Compliance, Reporting, and Documentation

- Ensure logistics operations comply with organizational policies and donor requirements.
- Prepare weekly and monthly logistics reports.
- Maintain organized filing systems for logistics documentation.
- Support internal and external audits by providing required records.
- Report logistics challenges, risks, and mitigation measures to management.

7. Coordination and Communication

- Coordinate with program, finance, administration, and field teams.
- Liaise with suppliers, transporters, local authorities, and other stakeholders as required.
- Participate in coordination meetings and emergency response planning sessions.
- Support community engagement efforts related to logistics and distributions.

Requirements

Education

- Bachelor's degree in Logistics, Supply Chain Management, Business Administration, Management, or a related field.

Experience

- Minimum 2 years of relevant experience in logistics, procurement, supply chain, or humanitarian operations.

- Experience supporting emergency response, disaster management, or flood response programs preferred.
- Experience in warehouse and fleet management.
- Experience working with NGOs, INGOs, or humanitarian agencies is desirable.

Required Competencies

- Knowledge of logistics and supply chain management principles.
- Inventory and warehouse management skills.
- Fleet and transportation management.
- Procurement and vendor management.
- Reporting and documentation skills.
- Strong planning and organizational skills.
- Ability to work under pressure and meet tight deadlines.
- Problem-solving and decision-making skills.
- High level of integrity and accountability.
- Strong interpersonal and communication skills.
- Ability to work effectively in emergency and field-based environments.
- Fluency in Nepali and good written and spoken English.

Additional Requirements

- Willingness to travel extensively to flood-affected areas.
- Ability to work beyond normal office hours during emergency operations.
- Commitment to humanitarian principles, safeguarding, and protection standards.

Note: The position requires flexibility and rapid deployment to support emergency flood response activities as required by the project.