



Logistics and Stores Coordinator

Location: Nairobi, Kenya

Job Reference: LSC/OPS/03/2025

## AGRA and its Work

AGRA is an African-led institution that actively supports the drive towards inclusive agricultural transformation and sustainable food systems. We do this by empowering the continent's 33 million small-farming households to transform their agriculture from a struggle to survive to profitable businesses. The continent's farmers regularly face challenges, and we aspire to provide uniquely African solutions that respond to their agricultural and environmental challenges, leading to increased harvests for reduced hunger and more income.

Working in alignment with the development priorities of our focus countries, we enable farmers to access improved and high-yielding seeds, gain knowledge on sustainable farming, and link to profitable markets. In our work, we aspire to build the alliances, partnerships, and networks required to drive an inclusive agricultural transformation. We work with our partners to create an equitable youth-friendly environment that harnesses the youth dividend on the continent to drive growth and facilitate open employment opportunities for young women and men. We achieve our key objectives through a focus on the following four areas of intervention:

1. Policy and state capability - We support governments in creating an enabling environment for private sector involvement in agricultural transformation.
2. Seed systems – We trigger higher productivity by increasing the availability and access to improved seeds by farmers allowing them to increase their harvests for food security and better incomes.
3. Sustainable farming – We support farmers in building resilient farming systems for sustained high yields through interventions such as mechanization and irrigation.
4. Inclusive markets and trade – We work to increase the linkages between farmers, and other market actors for a positive, sustained cycle of commercialization and reinvestment.

## Implementing Our New Strategy Through People

People are the heart of our organization and remain the true drivers of our delivery and our impact.

We work with incredible people and partners who have roots in farming communities across the continent combined with an inclusive and diverse workforce from over 24 nationalities. Our commitment to a call to action goes beyond ourselves as we arise to catalyze African Food Systems' transformation by being *Deeply collaborative, Executing Excellently, Sincerely Constructive, and Increasingly Entrepreneurial* aligned with our values of (I-RISE; Integrity, Respect, Innovation, Stewardship, and Equity).

We are looking for people who are passionate about Africa to join our innovative, growing, and multidisciplinary team. Together, we can grow Africa's food systems by improving the livelihoods of smallholder farmers. Want to join us?



## The Position

### Logistics and Stores Coordinator **Job Reference: LSC/OPS/03/2025**

The Logistics and Stores Coordinator will optimize inventory control and ensure that the logistics functions contribute to the overall efficiency of the organization. The role supports smooth daily operations, minimizes operational disruptions, and ensures that the right items are in place at the right time contributing to operational success.

The ideal candidate will be responsible for coordinating vehicle logistics, store management, courier support, and coordination of maintenance of office equipment for the AGRA headquarters Office in Nairobi. The role oversees the receipt, storage, and dispatch of goods, maintaining accurate stock levels and ensuring the logistics operations run smoothly. The role is also responsible for managing staff parking services in liaison with the office building management.

### Key Duties and Responsibilities:

- Coordinate transport requests from staff for both taxi and car hire requests and ensure necessary approvals and compliance as per AGRA policy.
- Verify AGRA car hire fleet recommendation based on the service level agreement.
- Action field logistic requests as per program requisitions provided.
- Plan and inform program teams on security field logistics route planning as per programme itinerary.
- Coordinate office courier services as per vendor Service Level Agreements.
- Provide office messenger services for internal stakeholders.
- Liaise with suppliers, vendors, and internal teams to ensure timely and cost-effective delivery of required inventory.
- Raise requisitions and follow up on required approvals on the Oracle system.
- Receive purchases and inspect to ensure that it meets the quality standards, record store receipts, and issue inventory as per store inventory guidelines.
- Reconcile inventory records through monthly and annual stock takes and submit monthly/quarterly inventory reports to the Senior Administration Officer.
- Ensure correct storage of goods per the occupational safety and health regulations.
- Confirm all assets for asset tagging.
- Review the accuracy of the inventory database and records.
- Track asset movement and oversee proper documentation on filing of assets movement forms.
- Confirm equipment is in working order in accordance with the daily pre-start safety checks.
- Coordinate with service providers and ensure the servicing of office equipment as per annual service plans.
- Ensure invoice confirmation for both goods and services against contracts and framework contracts are in place.
- Verify equipment and consumables invoices against stocks/inventory received.
- Consult with various Units to understand their logistics and store requirements for efficient planning.



- Manage AGRA office/ staff parking by ensuring that slots assigned to AGRA are available when needed and staff have the required passes to access the car park.
- Escalate any security concerns raised by premise management as far as access to parking services is concerned.
- Conduct security clearance for AGRA assets for both offsite offices and courier purposes.
- Sequence the loading and offloading of vehicle.

#### **Key Qualifications and Experience Required:**

- A minimum of a Diploma in Business Administration, inventory, or store management, or equivalent from a recognized Institution.
- Experience in logistics, supply chain, or warehouse management will be an added advantage.
- Experience in route planning and working with third-party logistics service providers.
- Training in logistics/fleet/health/inventory management.
- Ability to work independently in a diverse environment.
- Proficiency in computer use and other office operations systems.
- Familiarity with working for non-profit organizations or public enterprises.
- Demonstrates a strong understanding and direct experience in logistics and inventory management processes, including the ability to efficiently coordinate the movement, storage, and tracking of goods and supplies.
- Demonstrates the ability to conduct specialized training in health, logistics, or inventory management.
- Possess strong organizational abilities to manage multiple tasks and deadlines.
- Must have a good understanding of safety regulations related to warehousing and logistics.
- Ability to maintain accurate records and documents related to stores and logistics.
- A valid driver's license is required for this role.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV (including your e-mail and telephone contacts) to [recruit@agra.org](mailto:recruit@agra.org). Please quote the job reference number LSC/OPS/03/2025 in the subject line of the application e-mail.

**Applications must be received on or before 25<sup>th</sup> March 2025. Only shortlisted candidates will be contacted.**

For more information on AGRA, visit [www.agra.org](http://www.agra.org).

**AGRA is an Equal Opportunity Employer**