

JOB OPPORTUNITY

Operations, Logistics & Supplies Coordinator



CHUMBE ISLAND
CORAL PARK
Zanzibar Tanzania

Open to Tanzanian Nationals Only

Chumbe Island, off the coast of Zanzibar, Tanzania, is an internationally acclaimed conservation area, host to a fully protected coral reef sanctuary and forest reserve. As a not-for-profit enterprise, the revenue generated by high-end eco-tourism on the island funds all conservation management and supports Chumbe's extensive environmental education programmes with local schools and communities in Zanzibar. Operational for more than 20 years, Chumbe is the world's first financially self-sustaining marine protected area.

JOB DESCRIPTION:

The Operations, Logistics & Supplies Coordinator is based at the CHICOP office near Zanzibar town and reports to the Project Manager and General Administrative Assistant.

Working days are Monday to Friday (full days), Saturday (half day).

Key tasks are as follows:

Supply procurement, logistics and management

- To oversee all supplies management to support efficient organizational operations (full cycle), including:
 - Coordinating procurement requirements and preparing daily procurement lists as required (island and office) using CHICOP excel and online system and working in close collaboration with the Island Manager and Project Manager.
 - Ensuring reference costing information for verification of purchases is kept up to date and accurate, in close collaboration with the Project Manager, Island Manager, Head Chef, General Administrative Assistant and Cashier.
 - Ensure supplies are purchased in a timely manner and in accordance with the needs of Island and Office Operations
 - Ensure purchases are acquired with minimal, recyclable or reuseable packaging (in collaboration with the Conservation and Education Assistant Manager, Drivers, and Project Manager). Single use plastic items are not permitted at any point in the Chumbe Supply Chain.
 - Ensure sufficient kapu (sourced in Tanga), susu, reuseable Tupperware, and reuseable large plastic sealable containers are available to support supplies acquisition and transportation.
 - Crosscheck all purchases for required quantity (#items / kg weight) and quality, and be responsible for verifying and tracking purchases against reference costing information (under the close supervision of the Project Manager)
 - Ensure supply transfer logistics to the island (via Chukwani) are coordinated appropriately with the Island Manager (or in absence Hospitality Manager), office driver(s) and boatmen, in consideration of tide times and boat availability times
 - Ensure freshwater is sent to the island at the designated times

- Ensure petrol stock is sent to the island when required, and is tracked and documented in the petrol log(s) (from source to use) in close collaboration with the Conservation and Education Manager and Island Manager
- Ensure items are prepared for transportation and transported securely, and – in the case of perishable goods – are transported in line with health and safety standards
- Coordinate and support loading and offloading of supplies where required (including porter hire and payment at fixed rate where relevant)
- Ensure all transports are accompanied by an associated delivery note
- To line-manage drivers and laundry officers to ensure efficient operations at all times

Store and stock management

- To manage all office-based stores and stock systems
- To ensure efficient turnaround and management of laundry from island and provision of laundered materials returned to island (bed linens, towels, napkins, guest clothes etc.), and any other turnaround items from / to island
- Ensure key storable items are kept in stock at all times (and acquired through bulk purchases where appropriate), including and not limited to:
 - Dry food goods and frozen goods for island guests, island staff and office staff (separately)
 - Beverages (soda's, bar stock etc.) for island guests
 - Non-consumable material and equipment for Island (e.g. linens, towels, kitchenware, hospitality goods, maintenance equipment etc.)
 - Office stationary and relevant office supplies
- Ensure all stock inventories are complete and up to date at all times
- Ensure all items are stored appropriately to avoid spoilage
- Ensure all stored items are appropriately labeled, retrievable and identifiable at all times
- To improve the efficient management of stores and store systematics in close collaboration with the Project Manager

Supply tracking, analysis and financial reporting

- To ensure funds provided for purchasing are accounted for with the finance office, accurately and in a timely manner.
- To ensure non-receipted items are fully documented, tracked, verified against reference costings, explained where reference costings are exceeded, and submitted to finance.
- To implement regular analysis of reference costings (in collaboration with the Project Manager), tracking and crosschecking items that appear consistently priced over the reference costing amount and assess reference costing base / seasonal considerations etc.
- To support the Project Manager with regular analysis of data to show (for example) guest food cost trends over time, staff food cost trends, areas for cost savings etc.

EXPERIENCE ANTICIPATED:

- At least four years' experience in logistics, procurement and supply management – both administratively and practically / physically (i.e. coordinating transport logistics and physically overseeing purchase management, loading / offloading and transportation)
- Experience in hotel / tourism related supply management
- Experience in quality control
- Computer literate, particularly excel, dropbox.
- Strong skills / fluent in written and spoken English.

- Excellent interpersonal skills, and the ability to manage a team positively and effectively
- Team player – able to work positively and productively in a team environment
- Integrity, a strong work ethic and transparency is an absolute must
- Flexible attitude
- A driving licence is an advantage
- Interest in issues of sustainable development and nature conservation is an advantage
- Patience and a good sense of humour.
- Only Tanzania nationals may apply

REMUNERATION:

- Competitive base salary plus allowance for transportation/accommodation
- Full contract provided and endorsed by Zanzibar labour office
- ZSSF contributions provided (13% value of salary) to complement 7% submission by employee
- Health insurance provided to employee and five (5) documented family members (immediate dependents) through coverage under the Tanzanian National Health Insurance Fund (NHIF).
- Bonuses provided at key intervals (Ramadhan, New Year, contribution from company to key family events)
- Access to company interest-free loans policy (up to three months net salary equivalent)
- Lunch provided daily

CHICOP is an equal opportunities employer and does not discriminate on the basis of gender, race or religion.

To apply please send a **cover letter** (explaining why you want the job and why you think you will be a good fit) and a **full curriculum vitae / resume** to admin@chumbeisland.com

This position is open to **Tanzanian nationals only**.

Application deadline – **Wednesday 08 May**

Candidates who will successfully proceed to interview stage will be contacted by Sunday 12 May, and interviews will be held by / before Tuesday 14 May.

Position start date – **as soon as possible**