

# JOB DESCRIPTION FORM

<b>Job Title:</b>	Alliance Logistics Coordinator -Lagos
<b>Job Objective/ Purpose of Job:</b>	Coordinate all logistical activities for both materials and personnel taking place in the Lagos area for KTA Alliance
<b>Department/Division/ Unit:</b>	Facilities - Materials
<b>Location:</b>	Lagos, with visits to fabrication yards and onshore construction sites.
<b>REPORTING RELATIONSHIPS:</b>	
<b>Functionally Reports To:</b>	Manager, Materials / Logistics Manager / Fabrication Manager
<b>Administratively Reports To:</b>	Manager, Materials / Logistics Manager
<b>Supervises:</b>	Logistics Assistant

## WORKING RELATIONSHIPS:

<b>Internal</b>	Departmental Project Engineers / Managers, Logistics (Personnel) Administrator, Materials Coordinator and corporate Supply Chain Management dept.
<b>External</b>	Equipment and Material suppliers, material supply and shipping contractors and fabrication and construction contractors

## Job Duties/ Responsibilities/ Accountabilities:

1. Establish and maintain materials tracking registers covering the movement of materials and personnel to warehouses and worksites.
2. Ensure company safety standards are rigidly enforced covering the movement of personnel and materials.
3. Expedite the clearance and delivery of materials from point of landing to point of use.
4. Control the company transit base used to hold and move materials between the mainland and Snake Island.
5. Ensure preservation of materials at transit store.

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6. Carry out ad-hoc inspections and audits of suppliers and contactors providing transport vessels or vehicles to the company.
7. Communicate with site and office personnel on a daily basis to set priorities and coordinate the delivery of materials and personnel.

## Key Performance Indicators/ Performance Goals:

Zero delays to the Project Schedule due to logistics issues – Tracking register  
 Safe transit of all personnel to and from Snake Island – Incident reports  
 Accurate up to date records kept in registers – Tracking and movement registers

**Financial Dimensions:** Nil

## JOB SPECIFICATIONS:

<b>Education Qualification:</b>	Degree in a Technical Discipline
<b>Professional Qualification:</b>	N/a
<b>Experience</b>	Minimum of 5 years in a similar position with knowledge of the Lagos area.
<b>Age</b>	30+

## KEY COMPETENCIES REQUIREMENTS:

<b>Functional/ Technical:</b>	Excellent communicator and people control skills. Proficient in MSWord/Excel Knowledge of marine and transport laws
<b>Managerial:</b>	n/a
<b>Behavioural:</b>	Good communicator, Organised, interactive, forward thinking, methodical and pro active.

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## WORK CYCLE (HOURS/ DAYS):

<b>Monday - Saturday</b>	0730 – 1630, with additional hours where required
<b>Rotation</b>	Contract position
<b>Shift</b>	n/a

## TRAVEL REQUIREMENTS:

<b>None</b>	
<b>0 – 30 %</b>	X
<b>31 – 60%</b>	
<b>61 – 100%</b>	

## PHYSICAL REQUIREMENTS:

<b>Lifting</b>	Nil
<b>Drilling</b>	Nil

**Analysed /Developed  
by:**

**Name:** Stephen Smith

**Signature:**

**Date:** 04 Jan 2013

**Approved by:**

**Name:**

**Signature:**

**Date:**

**Last Revised/ Updated  
by:**

**Name:**

**Signature:**

**Date:**