

Procurement and Logistics Coordinator in CAR, Bangui

(French and English speaking)

Deadline:
24-05-2026

Contact person:
Jerome Berson

Place of Work:
Bangui

DCA is seeking a highly experienced Procurement and Logistics Coordinator to contribute to the development and implementation of its activities.

Who we are

DanChurchAid supports people in the world's poorest countries in their struggle for a dignified life and helps those whose lives are in danger. We intervene with humanitarian aid in disaster-stricken areas, provide long-term support through development aid in poor areas and promote initiatives to create a more equal and sustainable world.

DCA has been present in the Central African Republic since 2015. DCA provides assistance to the most vulnerable communities in conflict and post-conflict settings through its Humanitarian Programme "Safer Communities." This includes risk education on Small Arms and Light Weapons (SALW) and Explosive Remnants of War (ERW); Armed Violence Reduction (AVR) and peacebuilding; psychosocial support; distribution of non-food items (NFIs); conditional and unconditional cash assistance (food vouchers, etc.); distribution of seeds and tools; and support to Civil Society Organizations for their engagement in Security Sector Reform (SSR).

Role Overview

Under the supervision of the Head of Finance and Support Services, the Procurement and Logistics Coordinator ensures the full range of logistical and procurement support required for the implementation of DCA's activities in the Central African Republic, while promoting and ensuring compliance with procedures and best practices. This includes procurement and supply chain management, fleet and asset management, and proper stock control to support staff and operations.

He/She provides continuous and direct support to DCA field bases, ensuring they have the necessary logistical resources, tools, procedures, and technical means to operate effectively, in line with organizational standards and donor requirements.

The Procurement and Logistics Coordinator plays a proactive role in identifying solutions for other departments. Acting as a key problem-solver, he/she anticipates needs, proposes viable technical options, helps resolve logistical bottlenecks, and facilitates operational implementation for programme, finance, HR, and security teams.

He/She is capable of carrying out basic repairs when needed or providing technical guidance to teams for maintenance, repairs, or technical adjustments. In this capacity, he/she advises and supports teams to optimize the use, maintenance, and lifespan of equipment.

He/She promotes a strong service-oriented approach across all departments, adopting a proactive, collaborative, and solution-driven mindset.

Finally, the Procurement and Logistics Coordinator strengthens the capacities of staff under his/her supervision — including his/her own professional development — as well as DCA's implementing partners, to ensure professional, compliant, and sustainable logistics and procurement management. He/She supports the Head of Finance and Support Services in all tasks and responsibilities related to logistics and procurement functions.

Key Responsibilities will be to:

Staff Management

- Supervise the work of base and coordination logisticians under his/her responsibility across the mission, ensuring they receive regular briefings and have the necessary tools, equipment, and resources to perform effectively.
- Set individual performance objectives, strengthen staff capacities, and support them in the execution of their duties; conduct evaluations based on work plans and defined deliverables.

Procurement and Supply Chain Management

- In collaboration with the Procurement Officer, conduct regular analyses of the procurement and supply environment for goods and services at both field bases and in Bangui.
 - Ensure full compliance with procurement and supply procedures in line with DCA's Operations Manual and donor requirements.
 - Ensure the existence and effective use of a procurement and supply plan/timeline aligned with the procurement plan, activity schedules, and DCA's contextual and procedural constraints in CAR.
 - Ensure the daily update and proper use of DCA's ADMIN procurement and supply management system.
 - Supervise the preparation of complete procurement files, including contracts and purchase orders, in compliance with DCA and donor standards and guidelines.
 - Ensure that the selection of suppliers and service providers, as well as contract awards, strictly adhere to organizational policies and standards.

Fleet, Equipment, Assets, and Services Management

- Ensure the planning and execution of maintenance and repair operations for the vehicle fleet, equipment, durable assets, and related services.
- Establish and maintain a movement schedule for the vehicle fleet and equipment.
- Verify and validate the proper completion and use of logbooks for all vehicles and equipment.
- Ensure the monitoring, consolidation, analysis, and reporting of fuel consumption for each vehicle, motorcycle, and generator.

Asset, IT Equipment, and Stock Management

- Ensure real-time updates of the asset register and proper tracking of all equipment.
- Ensure the maintenance and appropriate use of IT equipment.
- Ensure the existence of a stock management plan across all DCA offices and validate the security of storage facilities.
- Ensure compliance with procedures for stock entries and dispatches.
- Supervise monthly physical inventories of stocks and equipment.

Office Management

- Conduct asset inventories and condition reports upon signing lease agreements.
- Supervise the setup and rehabilitation of all premises rented by DCA, ensuring that all necessary conditions are in place for effective and efficient use.

Other Responsibilities

- Provide support to other departments of the mission as needed.
- Represent the logistics department in internal and external meetings, including clusters.
- Ensure the preparation of weekly and monthly reports on the monitoring and progress of logistics activities.

Your Profile

As a person we expect that you resonate with our purpose, and we imagine you have:

- University degree (Bachelor's or Master's) in Logistics, Supply Chain Management, Transport, or a related field.
- Fluency in French and English
- Proven experience working with international organizations and national partners.
- At least five years of experience in a similar position.
- Strong team supervision and management skills.
- Ability to work under pressure.

What we offer

At DCA, we are committed to providing a supportive and rewarding work environment that enables you to thrive while making a meaningful difference.

- 1 year contract, renewable based on funding, performance and organisational needs.
- A competitive salary package, including hardship allowance, to be negotiated based on experience level and in line with DCA salary scales.
- Insurance as per industry standards.
- An opportunity to make a difference in a challenging environment and improve the lives of people living in conflict and poverty.

How to apply

Applications must be submitted by clicking on the below "Apply" button. Only applications submitted here will be taken into consideration. Your application must be in English and include, at minimum, a CV (maximum four pages) and cover letter.

The closing date for applications is May 24.th 2026.

Applications will be reviewed on a rolling basis, and early applications are strongly encouraged.

Only shortlisted candidates will be notified and may be required to complete a written test prior to the interview.

For further information, please contact Jerome Berson, Country Director DCA Office CAR at

jebe@dca.dk

We encourage you to apply

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities, or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on the Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.