

# General Services and Logistics Manager (GSLM) – Expertise France Office in Liberia

**Location:** Monrovia

**Salary:** negotiable

**Job type:** Full time fix term

**Posted:** 4 days ago

**Category:** Logistics

**Deadline:** March 31, 2026



Country: Liberia, based in Monrovia

Duration: long-term (12 months, renewable up to 48 months)

Start date: May 4th 2026

Sector: Business climate and economic integration, Agriculture and natural resources

Deadline for responses: 31.03.2026

Please send your application and reference to : [recruitment.liberia@expertisefrance.fr](mailto:recruitment.liberia@expertisefrance.fr)

**About Expertise France**

Expertise France is the public agency for the design and implementation of international technical cooperation projects, a member of the AFD Group. The Agency intervenes around four priority areas:

- Democratic, economic and financial governance.
- Peace, stability and security.
- Climate, agriculture and sustainable development.
- Health and Human Development.

In these areas, Expertise France carries out technical support missions for capacity building projects, mobilizes technical expertise as well as a project coordination involving public expertise and private know-how.

With a turnover of €450 million in 2024 and more than 350 ongoing projects in 140 countries of intervention, Expertise France is the leading public agency for French international technical cooperation.

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## **Expertise France in Liberia**

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In recent years, Liberia has seen a constant strengthening of its bilateral cooperation with France and also from the European Union (main EF's partner in Liberia) with significant funding to support the private sector development and enhance the public governance. This has resulted in a major increase of the EF's portfolio in 2025, which now stands at €25 million and is expected to exceed €50 million by the end of the 2026.

To support this development, EF has decided to structure an office with decentralized support functions in Monrovia, as of Q1 2026. As of today, the Private Sector Development project in Liberia (PSD Liberia), funded by the EU, is about to start its implementation phase. As mentioned, other projects will follow to build up EF portfolio.

**PSD's Overall Objective of the Action** is to contribute to increase the competitiveness, inclusivity and environmental sustainability of cassava, fisheries and wood processing value chains for enhanced decent job creation, economic growth, and competitiveness of Liberian MSMEs.

The Specific Objective (outcome) of the Action aims to ensure that MSMEs, with a focus on enterprises owned by women, youth and persons with disabilities, within the three targeted value chains increase their productivity and production quality so they can offer decent and inclusive job conditions while committing to environmental sustainability standards. However, this may occur only if the general ecosystem, including access to skills and business development services, is improved, therefore requiring policy dialogue at all stages of project implementation, involving the public and private sector, and EU and Liberian MSMEs.

The Action will focus on the two main areas of intervention and the related challenges: private sector development and value chain development (cassava, fisheries and wood).

Three components for the implementation of the Action have been defined as follows:

- Component 1: Improved regulatory frameworks through PPD, including a high level policy dialogue platform, and Institutional Capacity Development for a more conducive business and investment climate in line with sustainable and inclusive international standards.
- Component 2: Improved skills of MSMEs within the three target value chains, with particular emphasis on enterprises owned by women, youth and persons with disabilities.
- Component 3: Enhanced capacity of national stakeholders for creating employment and improved access to decent work opportunities for all, including marginalised groups (youth, women and persons

with disabilities) for better skills, livelihoods and workplace accountability in line with International Labour Standards.

The Action is funded by the European Union and will be co-implemented by Expertise France and the International Labour Organisation (ILO).

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## **Mission Description**

Under the supervision of the Super Functions Manager, the General Services and Logistics Manager is responsible for organizing, managing, and supervising all logistical activities, facilities, general services, and the vehicle fleet of Expertise France in Liberia.

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## **Main Responsibilities**

- **Facilities and Building Management**

- o Oversee the daily operation of Expertise France's various facilities in Liberia,
- o Ensure maintenance, security, and energy supply for buildings (IT network, internet, generators, solar panels, inverters, batteries, fuel reserves, water, etc.).

- o Develop or update internal regulations for the office (lease agreements, occupancy schedules, reservations, key management, billing, housekeeping, etc.).

- **General Services and Consumables Management**

- o Manage stocks and procurement of supplies, consumables, fuel, cleaning products, IT equipment, and furniture.

- o Anticipate needs and develop the most economical and sustainable solutions for energy supply (e.g., office electrification).

- o Implement inventory procedures, consumption tracking (energy, fuel, internet), and management of critical thresholds.

- o Ensure continuous availability of essential resources (gasoline, water, emergency equipment).

- **Fleet Management**

- o Oversee operational management of vehicles (planning, maintenance, documentation, insurance, administrative and safety compliance).

- o Supervise drivers, organize schedules, and monitor logbooks and maintenance records.

- o Ensure compliance with usage guidelines and safety of movements, in close coordination with the National Operations Security Coordinator (CNSO).

- **Travel Organization**

- o Book flights for staff.

- o Coordinate field missions: transport, accommodation, support logistics.

- o Update travel tracking tools (mission orders, schedules, logistical briefings).

- **Staff Onboarding and Installation**

- o Organize logistical setup for new staff: workstation, badge, email, business cards, supplies.

- o Provide a logistical integration kit (equipment, practical documentation).

- **Internal Procedures, Compliance, and Quality**

- o Develop, implement, and enforce internal logistics and general services procedures.
- o Manage contracting, monitoring, and evaluation of service providers related to logistics and general services (leases, framework agreements, maintenance, security, cleaning, transport, etc.), in coordination with legal services and the SFM.
- o Implement and monitor procedures for importing and customs clearance of acquired materials or equipment.
- o Establish an archiving system and manage the flow of accounting and legal documents related to general services (periodic reporting to Paris, on-site archiving, storage, and destruction).
- o Participate in logistics audits and internal controls.
- o Produce or update tools for the General Services and Logistics Unit (regulations, practical guides, reservation procedures, checklists, etc.).

- **Logistics Team Management**

- o Manage the logistics team (drivers, maintenance, housekeeping)
- o Set individual and collective objectives, organize work, assign responsibilities, and oversee daily activities.
- o Conduct annual evaluations, identify training needs, and ensure team motivation.
- o Promote a culture of efficiency, service quality, and discretion.

- **Event Logistics Organization**

- o Organize logistics for internal and external events (team meetings, seminars, missions, workshops, donor visits).
- o Prepare spaces, coordinate material resources, transport, accommodation, and related services.
- o Work closely with project managers and support services.

- **Reporting and Coordination**

- o Participate in office coordination meetings.

- o Develop and update an annual logistics activity plan (procurement, contract renewals, scheduled maintenance, events, stocks).
- o Prepare monthly reports on logistics activities: consumption, incidents, needs, inventories, travel.
- o Propose optimizations for procedures, passive security, energy consumption, and service quality.

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## **Position and Reporting Line**

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Based in Monrovia, Liberia, the General Services and Logistics Manager (GSLM) reports directly to the Support Functions Manager (SFM)

The office comprises General Services and Logistics Manager, Administration/Finance officer, Treasury Accountant officer and drivers (this may evolve according to the needs).

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## **Profil**

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- Bachelor's or Master's degree in logistics, management, administration or related fields.
- Significant experience (minimum 5 years) in logistics or general resources in an international context.
- Field logistics, building management, maintenance, vehicle fleet
- Inventory procedures, stock management, import/customs clearance

- Proficiency in office software (Excel, Word) and logistics tracking tools
- Fluency in English is mandatory
- Knowledge in French is an asset

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### **Additional information**

- Type of contract: 12 month fixed-term Liberian employment contract (through a Portage company), renewable
- Starting date: May 2026
- Remuneration: according to EF salary grid and profile

Candidates interested in this opportunity are invited to submit their CV and cover letter.

Expertise France respects equal opportunities and strongly encourages applications from women.

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