

JOB DESCRIPTION

Preliminary job information

Job Title	LOGISTICS COORDINATOR
Country & Base of posting	SYRIA, DAMASCUS
Reports to	Head of Mission
Duration of Mission	12 months

General Information on the Mission

PUI

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency.

The association leads in average 200 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

As the crisis and armed conflict within the Syrian Arab Republic entered into its seventh year, an economic recession has emerged along with international economic sanctions - all further exacerbated by the level of destruction across the country. The global situation of the country is alarming:

- 13.5 Million of people are in need of humanitarian assistance, 43% of them are children;
- 85% of the population of Syria is living under the poverty level;
- Unemployment rate reached 53%;
- Households spend up to 25% of their income to meet minimum daily water requirements;
- 4.3 Million are in need of shelter;
- Over 13.8 Million people require early recovery and livelihood support;
- 1/3 of school age children are not in schools and 1/3 of schools are out of service;
- 2.7 Million youth are in need of assistance.

PUI's strategy/position in the country

For 2016-2019 PUI has developed a strategy aimed at ensuring a field-tailored integrated response, considering the necessary interaction between sectors and the evolution of needs during implementation. The core of this strategy is the Population of Syria and has been designed based on an analysis of the most probable scenario for the medium-term future as Tense status-quo with pockets of conflict and pockets of recovery in government-controlled areas.

The implications of this scenario on the needs of the population can be summarized as:

Pockets of Conflict: Need for continued emergency response, focused on basic, lifesaving interventions (ie. NFIs, Water trucking).

Pockets of Stability: Need to establish the ground for early and medium term recovery interventions. To do this, PUI proposes an integrated strategy, focused on:

- Rehabilitating community infrastructures (ie shelters, water and sanitation networks, health facilities, schools);
- Increasing accessibility to education for school-aged children including drop out children;
- Raising awareness about Child Protection issues, understanding of Children's Rights and accessibility to protection services;
- Re-establishing previous forms of livelihoods to reduce household's reliance on humanitarian intervention;
- Introducing and building skills sets to enable adolescents and young adults in livelihoods activities;
- Integration of livelihoods beneficiaries into the private sector with development of linkages between beneficiaries and PUIs activities;

Raising awareness about Psycho-social Support and building techniques and methodologies to enable educators to better respond to children's needs;

History of the mission and current programs

PUI was registered in Syria in 2008, initially conducting educational activities to support Iraqi refugees under UNHCR and UNICEF funding. With the onset of the crisis in 2011, PUI adapted its strategy to respond to the humanitarian needs for the Population of Syria. PUI has a recognized know-how in Syria in emergency and early recovery in the following sectors: Infrastructure, WASH, Livelihoods, Education and Child Protection. Currently, PUI has an operational presence in eight governorates: Aleppo, Lattakia, Tartous, Hama, Homs, Damascus, Rural Damascus, Dara'a.

Configuration of the Mission

BUDGET FORECAST 2018	9.000.000 EUROS
BASES	DAMASCUS
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL STAFF	127
NUMBER OF CURRENT PROJECTS	7
MAIN PARTNERS	OFDA, UNHCR, UNICEF, OCHA, FAO, UNHabitat
ACTIVITY SECTORS	Infrastructure, WASH, Education, Livelihood
EXPATRIATE TEAM	Damascus, Syria: 1 Head of Mission 1 Deputy Head of Mission for Program Implementation 1 Deputy Head of mission for support 1 Logistics Coordinator 1 Grants Coordinator

Job Description

Overall objective

The logistics coordinator is responsible for the smooth functioning of logistics on the mission. He/She makes sure the resources which are necessary for carrying out the programmes are available and actively participates in the mission's safety management.

Tasks and responsibilities

- ▶ **Safety** : He/She assists the Head of Mission and the Safety Coordinator with the set up of the safety management. He/She is directly responsible of the daily concrete aspects of the material/equipement's safety management.
- ▶ **Supplies** : He/She coordinates supplies and deliveries for projects and for the bases. He/She guarantees that PUI's procedures and logistical tools are in place and are respected.
- ▶ **Fixed equipment** : He/She is responsible of the management of computer equipment, tele/radiocommunication equipment and for the mission's energy supply.
- ▶ **Fleet** : He/She is responsible of the management of the fleet (availability, safety, maintenance etc), for the smooth functioning of the mission and the realization of activities in accordance with the available budget.
- ▶ **Functioning of the bases** : He/She supports the teams in case of redeployment/installation/rehabilitation/closing of bases.
- ▶ **Representation** : He/She represents the organization amongst partners, authorities and different local actors involved in the logistic of the mission.
- ▶ **Coordination**: He/She consolidates and communicates logistic information at the heart of the mission to headquarters and also coordinates internal and external reports.

Specific objectives and linked activities

1. PARTICIPATING TO THE SAFETY OF GOODS AND PEOPLE

- ▶ He/She assists the Head of Mission and the Safety Coordinator to apply the mission's safety management tools, in collaboration with the base managers concerned.
- ▶ He/She is involved in the set-up of general rules and safety plans for the mission and for the bases, and their application by logistic team (expatriate and local).
- ▶ He/She participates in collecting safety information in the PUI's operation areas and communicates these in accordance with the channels defined (ML, BM, +/-others).
- ▶ He/She communicates, on a regular basis, with the guards and the drivers concerning accidents, risks and behavior to be embraced (regular meetings and training if necessary).

2. MANAGING THE SUPPLY CHAIN

a. Purchases

- ▶ He/She guarantees that purchase procedures are respected in the field, the capital and the headquarters, from the direct purchase to the international call for offers and supervises the purchasing process for the whole of the mission. He/She works in close collaboration with the person requesting the purchase, with strong technical specificity, and carries out the appropriate conformity tests.
- ▶ He/She ensures that contracts signed are adequate in terms of effectiveness and protection of the PUI.
- ▶ He/She centralizes and optimizes the grouping of purchases.
- ▶ He/She supervises the identification and referencing of suppliers and has detailed invoices for recurrent purchases at his/her disposal. He/She consolidates/updates the mission's price catalogue for the mission's operation areas.
- ▶ He/She ensures that purchase files are correctly archived.

b. Shipment

- ▶ He/She chooses the mode of transport and the packaging of the merchandise.
- ▶ He/She plans and supervises the shipment and delivery of materials up to their final destination.
- ▶ He/She coordinates with the logistics department at headquarters for the shipment of merchandise coming from abroad and supervises the potential process involved with clearing customs.

c. Stocking

- ▶ He/She guarantees the management and monitoring of the mission's stock, according to the PUI's procedures and tools. He/She ensures that these are known to and understood by everyone and are applied on all the mission's bases.
- ▶ He/She ensures that stocking sites are appropriate to the mission's needs and that merchandise is stocked appropriately in terms of location, layout and salubrity.
- ▶ He/She organizes fluxes in merchandise, makes sure that the goods received are of a certain quality and carries out physical checks of stocked merchandise. He/She is attentive to the use-by-date of products, if need be.
- ▶ He/She ensures the movement/transfer of documents is properly referenced. He/She checks stock reports on a monthly basis.

3. MANAGING THE MISSION'S FIXED EQUIPMENT: COMPUTER AND TELECOMMUNICATION EQUIPMENT AND ENERGY

- ▶ He/She defines the mission's technical needs on each base and makes sure that their funding is possible, especially when new projects are being planned.
- ▶ He/she issues technical recommendations on the choice of computer equipment, tele/radiocommunication equipment and energy supply. He/She authorizes the choice of the suppliers for the purchase of new equipment.
- ▶ He/She authorizes the use of equipment, creates utilization procedures and trains personnel on how to use them.
- ▶ He/She ensures the monitoring of equipment (state, location, proprietor/backer etc) through regular updates of monitoring tools (property list) and the keeping of physical inventories.
- ▶ He/She supervises the installation of equipment and ensures they run smoothly and are maintained and ensures any necessary repairs are duly carried out.
- ▶ He/She controls the consumption of equipment, if need be, and, if required, carries out necessary adjustments in accordance with utilization procedures.

4. MANAGING THE MISSION'S FLEET

- ▶ He/She defines transport means adapted to the needs of projects associated with the mission and makes sure that the funding of this transport is possible, especially when new projects are being planned.
- ▶ He/She ensures that vehicles are monitored (state, location, proprietor/backer etc) and that monitoring tools are regularly updated.
- ▶ He/She ensures the vehicles are working properly, that they are properly maintained and any necessary repairs are duly carried out.
- ▶ He/She controls the use of vehicles and, if necessary, makes any necessary changes to utilization procedures. He/She ensures plans and monitoring tools for the management of omissions are put in place and respected and that they are maintained through the use of log books.
- ▶ He/She makes sure, above all, that questions of safety relating to the utilization of vehicles (authorized people, exceptional circumstances, safety equipment etc) are appropriately addressed.

5. SUPPORTING THE BASES (Installation/Redeployment/Normal functioning/Closing) <ul style="list-style-type: none"> ▶ He/She actively contributes to the opening and the closing of base(s) and potential redeployment. He/She supports the Head of Base in the organization of logistics factors (installing equipment, building research etc). ▶ He/She plans and supports the necessary rehabilitation and installation on the different bases. 		
6. ENSURING THE CIRCULATION OF INFORMATION, CO-ORDINATION AND REPRESENTATION ON LOGISTICS ISSUES <ul style="list-style-type: none"> ▶ He/She ensures that logistics information is effectively circulated between teams on the field, the capital and headquarters. ▶ He/She writes or participates in writing internal reports for everything concerning the logistics of the mission. ▶ He/She ensures logistics coordination at the mission level by regularly visiting bases, checks, monitoring, training etc. ▶ He/She participates in the financial and administrative management of his/her area of work. He/She makes sure that the budgetary allowance is respected in the logistics department and establishes monthly cash-flow needs. ▶ He/She participates in the writing of reports for the donors (lists of equipment, checking functioning costs etc) and ensures the keeping of and the archiving of purchase files (help, equipment, location, omissions etc). He/She participates finally in the preparation of logistics in view of an audit which is either forthcoming or already underway. ▶ Externally, he/she represents the PUI among authorities for any questions concerning logistics order (registering equipment, customs etc). ▶ Externally, he/she also develops and maintains relationships with partners, especially concerning NGOs for any question relating to logistics and security. 		
7. SUPERVISING AND MANAGING LOGISTICS TEAMS <ul style="list-style-type: none"> ▶ He/She supervises the whole of the logistics team, directly or otherwise. He/She writes and authorizes job descriptions and carries out or delegates job interviews. He/She contributes to work meetings, mediates potential conflicts, defines priorities and plans activities. ▶ He/She participates in the recruitment of the logistics team as well as in any decision to terminate an employment contract. ▶ He/She ensures and/or supervises continued training of local and international members of the logistics team who are in the capital or on the bases on the procedures and tools of the PUI. ▶ He/She supports the Head of Base(s) in the realization of their logistics activities, in a functional and not hierarchical relationship. ▶ He/She creates an action plan for the logistics department in accordance with the objectives defined in the annual programming of the mission ▶ 		
Focus on the 3 priority activities relative to the context of the mission		
<ul style="list-style-type: none"> ▶ Ensuring good coordination with SARC and other INGOs for all Logs related activities ▶ Capacity Building of the Logs team ▶ Capitalisation ▶ Ensuring adherence to PU Procurement and stock management policy 		
Team management		
Number of people to manage and their position (expatriate/local staff) <ul style="list-style-type: none"> ▶ Direct management : 2 (national) ▶ Indirect management :13 		

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	Bac + 2 to + 5 – in logistics (purchases, transport etc)	Bioforce
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	Min. 1 year <i>A fortiori</i> Min. 2 years	<ul style="list-style-type: none"> ▶ Experience in security management ▶ Experience in a similar field

KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Familiarity with stock procedure, fleet management, telecommunications etc ▶ Familiarity with the procedures of institutional backers_(OFDA, ECHO, UN agencies etc) 	<ul style="list-style-type: none"> ▶ Mastery of techniques such as communication, energy, electricity and computer technology ▶ Good writing skills
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	X	X Arabic
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ Independence, an ability to take the initiative and a sense of responsibility
- ▶ Good resistance to stress
- ▶ Sense of diplomacy and negotiation
- ▶ Good analysis and discernment capacities
- ▶ Organization and priority management
- ▶ Adaptability to changing priorities
- ▶ Pragmatism, objectivity and an ability to take a step back and analyze
- ▶ Ability to make suggestions
- ▶ Sense of involvement
- ▶ Trustworthiness and rigor
- ▶ Capacity to delegate and to supervise the work of a multidisciplinary team

Proposed terms

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Benefits

- ▶ **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY** : 5 working days at 2, 4 and 8 months of mission + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months