

## Preliminary job information

<b>Job Title</b>	<b>LOGISTICS COORDINATOR</b>
<b>Country &amp; Base of posting</b>	<b>SANA'A - YEMEN</b>
<b>Reports to</b>	Head of Mission
<b>Creation / Replacement (incl. name)</b>	Replacement
<b>Expected Starting Date</b>	January 2018
<b>Duration of Mission</b>	6-9 months

## General Information on the Mission

### Context

**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 190 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

The conflict in Yemen started in 2014 with an internal political crisis which, later on, degenerated into an open war between northern-based Houthi Movement, allied to former President Saleh, and forces loyal to the official government, led by President Abdrabbuh Mansour Hadi. In March 2015, violence escalated when a Saudi-led coalition launched military operations to restore the official government and stop the Houthi-Saleh alliance, who already controlled Sana'a and advanced on Aden. The Saudi intervention led to a stalemate in which the country largely remains as per now. The war also escalated on the economic front as the Saudi-led coalition declared a blockade on large portions of the country still controlled by the Houthis. The fragmentation of power deepened in the end of 2017 and beginning of 2018, when the Houthi-Saleh alliance blew up, two months before the collapse of Aden's fragile balance between Hadi's supporters and Southern independentist forces. During that period, anti-Houthi forces secured territorial gains in south-western Al-Jawf, southern Al-Hudaydah and eastern Al-Bayda which, while far from rapid, were notably quicker than their previous pace. The main battlefield of the Yemen war is now the city and harbour of Hodeidah.

The conflict has led to devastating consequences for a population already highly vulnerable. Before the civil war erupted, Yemen was already enduring a humanitarian crisis with 15.9 million people in need of humanitarian assistance, recording one of the highest rates of malnutrition in the world. The intervention of the Saudi-led coalition in March 2015 translated into a severe aggravation of the humanitarian context. The disruption of the commercial and humanitarian imports, the displacement of populations, the disrupted market system, the loss of livelihoods and incomes, the damage on the private and public infrastructures, and the general destabilization of the public system contributed to widespread food insecurity, malnutrition and a serious lack of access to health. With the lift of the blockade by Saudi Arabia in December 2017, a return to the pre-blockade prices and imports was expected at the beginning of 2018. However, activities of Al Hodeidah and Salif ports have not been back to normal, and staple foods' and fuel prices remain volatile. Besides, displacement of populations continues to be a collateral damage of the conflict, as up to 16 000 households have been displaced since December 2017 in or near Hodeidah, Taizz, Ibb, and Lahj governorates.

As a result, an estimated 22.2 million people in Yemen need some kind of humanitarian or protection assistance, including 11.3 million who are in acute need. 17.8 million people are food insecure at national level, of which 8.4 are severely food insecure. Among these, some 1.8 million children and 1.1 million Pregnant or Lactating Women (PLW) are acutely malnourished, including 400,000 Children under 5 years-old (CU5) suffering from Severe Acute Malnutrition (SAM). With only 50 per cent of health facilities fully functional, and a disruption of health personnel's salaries, 16.4 million people in Yemen require assistance to ensure adequate access to healthcare – 9.3 million of whom are in acute need. An estimated 16 million Yemenis need humanitarian assistance to establish or maintain access to safe water, basic sanitation and hygiene facilities. Collapsing urban water and sanitation systems, deteriorating water and sanitation conditions in rural areas, and lack of means to maintain personal hygiene and purchase safe drinking water all contributed to one of the worst cholera outbreaks in the world. Finally, the increasing difficulties of food supply in the country and, more importantly, the ongoing collapse of the riyal, which severely impacts the price of basic commodities, raise the possibility of a large scale problem of access to food in Yemen in the coming months.

## PUI's history in the country and intervention strategy

PUI has been present in Yemen since 2007. From 2007 to 2011, PUI supported the primary health system in Hodeidah Governorate. After a one-year stand-by in 2011 due to security reasons, the mission re-started in July 2012 with a nutrition project focusing both on emergency response and a longer term community-based approach in Hodeidah and extended its activity in Raymah Governorate.

Since the beginning of the current crisis in 2014, PUI has progressively developed a core field of intervention based on an integrated approach in order to contribute to tackle one of the main issues faced by the conflict affected population in Yemen: acute malnutrition and access to health care. This integrated approach currently includes:

- The direct provision or the support to **Primary Health Care (PHC) services**, including Integrated Management of Childhood Illness (IMCI), Sexual and reproductive Health care (SRH) Antenatal and Postnatal Care (ANC & PNC), Vaccination, Health and hygiene Promotion.
- The management of Outpatient Therapeutic Programs (OTP) and Supplementary Feeding Programs (SFP) for Moderate Acute Malnutrition (MAM) and Severe Acute Malnutrition (SAM) cases.
- The support to **standard safe Water, Sanitation and Hygiene services in Health facilities**
- The management of General Food Aid and the distribution of Food Baskets for households with SAM cases.

Since May 2017 PU-AMI is also a part of the Emergency Cholera Response in Hodeida and Raymah through the set up of Oral Rehydration Points and Cholera Treatment Centre when needed, and as a partner of an early warning system.

In 2018, PUI continues to concentrate its intervention in 6 districts of Hodeida and 3 districts of Raymah and plans, in addition to the above activities, to reinforce the local Healthcare system through the intensive rehabilitation of HFs and the support to the medical referral system. The evolution of the military situation on the ground has forced PUI's team to be relocated from its office in Hodeida city during the bulk of the recent period, but the activities themselves, being implemented in districts out of the frontlines, have continued without interruption.

As a part of its 2019 strategy, PUI also plans to extend its activity in the parts of the country currently controlled by the Internationally Recognized Government (IRG) of Yemen. The area of al Mokha, in Taiz Governorate, has been the subject of an assessment in this perspective in November-December 2019. So far, two health facilities have been identified as potential targets for a new program developed in this area. The opening of the Mokha base is planned for the first months of 2019.

PUI is also positioning itself in influencing positions, through effective participation to clusters and sub-clusters (nutrition; food security and livelihoods; WASH) and working closely with relevant government departments (Ministry of Plan, Ministry of Health) both at central level in Sana'a and at local level in Hodeidah and Raymah. The mission will explore opportunities for geographical expansion through developing and clarifying expansion criteria beyond the current Governorates and District.

## Configuration of the mission

<b>BUDGET FORECAST 2017</b>	<b>6 000 000 EUR</b>
<b>BASES</b>	Coordination: Sana'a Operations: Hodeida; Bajjel; Opening: Mokha (South Yemen)
<b>NUMBER OF EXPATRIATES</b>	10
<b>NUMBER OF NATIONAL STAFF</b>	90
<b>NUMBER OF CURRENT PROJECTS</b>	6
<b>MAIN PARTNERS</b>	ECHO, WFP, OCHA/HPF, UNICEF
<b>ACTIVITY SECTORS</b>	Nutrition, Health, Food Security, WASH, Emergency Response
<b>EXPATRIATE TEAM ON-SITE</b>	Coordination in Sana'a: HoM, Deputy Head of Mission for Programs, Logistics Coordinator, Medical Coordinator, Admin Coordinator, Grants and Reporting Officer  Expatriates in Hodeidah: Field Co, Deputy Field Co for Programs, Base Log and Base Admin  Opening team in Mokha: Field Co, Log Co (opening team)

# Job Description

## Overall objective

The Logistics coordinator is responsible of the logistics on the mission. He/She makes sure the necessary resources to carry out the programmes are available and actively participates in the mission's security management.

## Tasks and responsibilities

- ▶ **Security** : He/She assists the Head of Mission with the security management. He/She is responsible of the implementation of security policy, including the logistics means for security and safety management (building, transport and communication).
- ▶ **Supplies** : He/She coordinates supplies and deliveries for projects and for the bases. He/She guarantees that PUI's procedures and logistics tools are in place and respected.
- ▶ **Durable equipment** : He/She is responsible of the management of computer, tele/radiocommunication and energy equipment.
- ▶ **Fleet** : He/She is responsible of the management of the fleet (availability, security, maintenance etc), for the smooth functioning of the mission and the conduct 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 a base.
- ▶ **Representation** : He/She represents the organization amongst partners, authorities and different local actors involved in the logistics and the security of the mission, under supervision of Head of Mission.
- ▶ **Coordination**: He/She consolidates and communicates logistics information within the mission and to Headquarters and also coordinates internal and external logistics aspects.
- ▶ **Reporting**: He/She ensure that Logistic reporting pack is updated, compiled and transmitted on a monthly basis, from base to capital and HQ.

## Specific objectives and linked activities

### 1. ENSURING THE SECURITY OF GOODS AND PEOPLE

- ▶ He/She supports the Head of Mission in the definition of the mission's security management tools, in collaboration with the heads of bases.
- ▶ He/She ensures that general rules and security plans for the mission and for the bases are in place and respected and makes sure everyone (expatriate and local) is familiar with and understands the general rules and security plans. He/She also monitors these rules and plans and ensures their follow-up and update.
- ▶ He/She ensures that the material and personal resources on-site are adapted to the required level of security on the bases and among the teams on the field.
- ▶ He/She participates in collecting security information in PUI's operational areas and communicates these in accordance to the defined channels (ML, BM, +/-others).
- ▶ He/She participates in analyzing the mission's security context and conditions, alerts and issues recommendations to the Head of Mission concerning potential changes related to risks as well as mitigation measures to be implemented.
- ▶ He/She ensures that meeting are done and training provided on a regular basis for the guards and the drivers (concerning accidents, risks and attitudes which need to be observed).
- ▶ He/She evaluates the logistics security conditions (roads, networks coverage, markets, etc.) in PUI's operational areas and outside, according to planned operational perspectives.

### 2. MANAGING THE SUPPLY CHAIN

#### a. Purchases

- ▶ He/She guarantees that PUI procurement procedures are respected in the field, the capital and the headquarters, from direct procurement to international tenders and supervises the procurement 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 PUI.
- ▶ He/She centralizes and optimizes purchases.
- ▶ He/She supervises the identification and referencing of suppliers and has detailed quotations 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 checked and archived.
- ▶ He/she ensures the effective deployment and utilization of HELP (PUI purchase software) if approved by HQ.

#### b. Shipment

- ▶ He/She chooses the most relevant mode of transport and the packaging of the merchandise.
- ▶ He/She plans and oversees the routing and delivery of equipments up to their final destination.
- ▶ He/She coordinates with the logistics department at headquarters for the shipment of merchandise from abroad and supervises the possible customs clearance.
- ▶ He/She ensures that all importation and custom clearance processes are updated, known and capitalized for international procurement.

#### c. Storage

- ▶ He/She guarantees the management and monitoring of the mission's stock, according to PUI's procedures and tools. He/She ensures that they are known and understood by everyone and applied on all the mission's bases.
- ▶ He/She ensures that storage sites are adapted to the mission's needs and that merchandise is stocked appropriately (location,

layout, security and salubriousness...).

- ▶ He/She organizes the transport of 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 expiration dates, if any.
- ▶ 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 DURABLE EQUIPMENTS : COMPUTER, TELECOM AND ENERGY**

- ▶ He/She defines the mission's technical needs on each base, with support of program staff, and makes sure that their funding is possible, especially when new projects are being planned.
- ▶ He/she gives technical recommendations on the choice of computer equipment, tele/radiocommunication equipment and energy supply. He/She takes part in the validation of the choice of the suppliers for the purchase of new equipment.
- ▶ He/She confirms the assignment of equipment creates user's procedures and trains personnel on how to operate the equipment.
- ▶ He/She ensures follow-up of the equipment (state, location, owner/donor etc) through regular updates of monitoring tools (Equipment list) and the physical inventories.
- ▶ He/She supervises the installation of equipment and ensures their proper functioning and maintenance and ensures any necessary repairs are duly carried out.
- ▶ He/She controls the fuel 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 the adapted means of transport according to the needs of each project and makes sure that the necessary funding is possible, especially when new projects are being planned.
- ▶ He/She ensures that vehicles are monitored (state, location, owner/donor 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 monitors fuel consumption and makes the necessary adjustments to the procedures if needed. He / she ensures compliance with schedules and monitoring tools for the management of fuel and maintenance (log books).
- ▶ He / She pays particular attention to issues relating to the safe use of vehicles (authorized persons, special conditions, security equipment ...)

### **5. SUPPORTING THE BASES (Installation/Redeployment/Normal functioning/Closing)**

- ▶ He/She actively contributes to the opening, closing and potential redeployment of base(s). He/She supports the Head of Base in the organization of logistics aspects (setting up equipments, office/guesthouse research etc).
- ▶ He/She plans and supports the necessary rehabilitations and installations on the different bases.
- ▶ He/She planes field visits on regular basis to provide effective support to the bases.

### **6. ENSURING THE CIRCULATION OF INFORMATION, CO-ORDINATION AND REPRESENTATION ON LOGISTICS ISSUES**

- ▶ He/She ensures that logistics information are effectively circulated between teams on the field, capital and headquarters.
- ▶ He/She writes or participates in writing internal reports for all logistics aspects.
- ▶ He/She ensures logistics coordination at mission level by regular visits to the bases when possible, 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 budget lines allocated to logistics are respected and establishes monthly cash requirements.
- ▶ He / she participates in the preparation of project documents by providing technical support (budget, needs assessment) and drafting procurement plans with those involved.
- ▶ He/She participates in the writing of donor reports (lists of equipment, checking functioning costs if required, etc.) and ensures the archiving of purchase files (aid, equipment, rentals, etc.). He/She participates finally in the preparation of logistics in view of any audits.
- ▶ Externally, he/she represents PUI among authorities for any questions concerning logistics (registering equipment, customs, etc.).
- ▶ Externally, he/she also develops and maintains relationships with partners, especially UN and NGOs for any question relating to logistics and security.
- ▶ He/She ensures that the Monthly logistics reporting pack is effectively utilized and shared, from bases to coordination and headquarter, on a monthly basis.

### **7. SUPERVISING AND MANAGING LOGISTICS TEAMS**

- ▶ He/She supervises the whole of the logistics team, directly or indirectly. He/She writes or approves job descriptions and carries out or delegates job interviews. He/She facilitates 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 continuous training to procedures and tools for local and international members of the logistics team in the capital or on the bases.
- ▶ He/She supports the Field Coordinators in the implementation of their logistics activities, in a functional and not hierarchical relationship.
- ▶ He/She defines an action plan for the logistics department in accordance to the objectives defined in the annual programming of the mission

### Focus on the 4 priority activities relative to the context of the mission

- ▶ To ensure that PUI and procedures and tools are effectively followed and utilized, in particular through the Monthly logistic reporting pack, random internal audit and Tel./skype call/meeting in a remote management from capital. To ensure that importation and custom clearance are well defined, updated and formalized and all international procurement are anticipated and followed-up carefully and efficiently
- ▶ To strengthen the general logistics frame through restructuring logistics department according to the needs and human resources available and ensure training of teams when possible
- ▶ To prepare and manage the potential relocation of Coordination base from Amman to Sanaa in 2017, if validated by HoM and HQ. This includes identification of guesthouse/offices, installation of equipments, restructuring of logistics department, redefining flow of communication and documentation, etc.

### Team management

Number of people to manage and their position (expatriate/local staff)

- ▶ Direct management : 5 national
- ▶ Indirect management : 13 national

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Bac + 2 to + 5 – in logistics (purchases, transport etc)	Bioforce
<b>PROFESSIONAL EXPERIENCE</b> ▶ Humanitarian ▶ International ▶ Technical	1 year <i>A fortiori</i> Min. 2 years	▶ Experience in security management ▶ Experience in a similar field
<b>KNOWLEDGE AND SKILLS</b>	▶ Familiarity with stock procedure, fleet management, telecommunications etc ▶ Familiarity with the procedures of institutional donors (OFDA, ECHO, AAP, UN agencies etc) ▶ Familiarity in remote management	▶ Mastery of techniques such as communication, energy, electricity and computer technology, international procurement, chain cold ▶ Good writing skills
<b>LANGUAGES</b> ▶ French ▶ English ▶ Other (arabic)	X	X  X
<b>SOFTWARE</b> ▶ 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

### Other

- ▶ Mobility: Position currently based in Sana'a.
- ▶ Travel may be required internally and regionally.

## Conditions

### Status

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

### Salary package

- ▶ **MONTHLY GROSS SALARY**: from 2 200 up to 2530 Euros depending on the experience in International Solidarity + 50€ per semester seniority with PUI.

▶

### Expenses covered

- ▶ **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 every 2 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months