

JOB DESCRIPTION

Preliminary job information

Job Title	LOGISTICS COORDINATOR
Country and Base of posting	UKRAINE – KIEV, FREQUENT TRAVEL TO KOSTYANTINIVKA
Reports to	HEAD OF MISSION
Creation / Replacement	REPLACEMENT
Duration of Mission	12 MONTHS MINIMUM

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 250 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 the Caribbean, Africa, Asia, Middle East and Europe.

Since April 2014, Eastern Ukraine has been experiencing significant armed conflict. A significant part of the Donetsk and Lugansk Oblasts (regions) are now controlled by self-proclaimed republics, still not recognized by the international community: "Donetsk People's Republic" and "Lugansk People's Republic." Despite the signature of a ceasefire agreement between the Ukrainian authorities and the de facto authorities, fighting has persisted, causing a considerable number of casualties and a humanitarian crisis that is still largely uncovered. As per the international agreements of 2015, a line of contact divides the country between the areas controlled by the Government of Ukraine and the areas under the control of the de facto authorities in the non-government controlled areas. The conflict is still active, with regular fighting and shelling along and on both sides of the contact line. The conflict has had and continues to have an extremely negative impact on the population living in the region pushing 3.2 million of people to be in need of humanitarian assistance and has caused the displacement of 1.4 million people (registered) mostly concentrated in the areas closer to the conflict zone.

Humanitarian access to certain areas remains very limited, particularly in zones where armed hostilities are taking place, and hampering the delivery of humanitarian assistance to the most vulnerable people who are in need of humanitarian aid due to the combined impact of conflict, displacement and extreme poverty. Since the beginning of the conflict, population faces shortage in food, health services, basic household items and shelter, and suffer of psychological distress.

While recent political developments on the front of international negotiations have raised hopes for a solution to settle the conflict, there is still a long way to go for conflicting parties to agree.

PUI's strategy/position in the country

PUI priority is to improve or restore equitable access to quality health services as well as to water, sanitation and hygiene for the most vulnerable population living in cities located along the contact line in the Donetsk Oblast. PUI focus of provision of humanitarian aid to vulnerable population within the conflict-affected area employing complex approach strategy based on technical, medical and non-medical expertise.

History of the mission and current programs

Premiere Urgence Internationale opened its mission in Ukraine in the beginning of 2015 after identification of crucial humanitarian needs in Eastern Ukraine linked to the intensification of the military conflict. Thanks to CDC (Centre de Crise of the Ministry of Foreign Affairs of France) and ECHO funding's, PUI has started to provide humanitarian assistance for the most vulnerable population in target cities of Kostiantynivka (GCA – Government-Controlled Area) and Horlivka (NGCA – Non-Government-Controlled Area) in April 2015. PUI provided aid on both sides of the conflict line in order to ensure neutrality and equity. The assistance aimed at improving healthcare for the most vulnerable population. The intervention included access to free medicines through a voucher system and medical prescriptions issued by doctors, provision of medical and non-medical equipment and consumables to health facilities, rehabilitation of the most life-saving wards of health facilities damaged by shelling, and provision of fresh food to canteens of health facilities in NGCA.

From August 1st 2016 to January 31st, 2017 with the funding of OFDA, PUI ran two first aid points (FAPs) located at the Exit-Entry Check Point (EECP – marking the separation between areas controlled by the Ukrainian Army and the separatists) of Mayorsk, providing first aid care and stabilization, followed by emergency call for ambulance when required for people crossing check points between government controlled areas and non-government controlled areas – both ways.

In November 2016, PUI opened two more first aid points (FAPs) at Mariinka and Novotroitske exit-entry check-points between GCA and NGCA. In October 2018, a similar intervention was launched at Hnutove checkpoint. These activities are supported by DG ECHO. Additionally, PUI began training primary healthcare doctors and nurses on the WHO Mental Health Gap Action Programme (mhGAP), aimed at scaling up services for mental, neurological and substance use disorders.

Currently, PUI is running, for the 5th consecutive year, a project funded by ECHO (April 2019 to March 2020) with the same above components in GCA (Government-controlled area) and NGCA (Non-Governmental Controlled area) in Donetsk Oblast plus inclusion of supportive supervisions of Primary Health Care Facilities. PUI has developed new mechanisms to improve the quality of care in its areas of intervention through supportive supervision, support with fuel for transportation of patients and transitioning to an electronic voucher-for-health modality

As of February 2020, besides its portfolio of activities supported by ECHO, PUI implements a WASH project (April 2018 to August 2020, funded by UNICEF) aiming at improving access to water and sanitation through rehabilitation of water supply infrastructures in Donetsk Oblast, at both city/community and institutions level. The activities include repairs/installations of pipes, boreholes, water towers/water tanks in 5 villages located in or close to the conflict area, rehabilitation of WASH infrastructures in 6 health facilities and 1 kindergarten, and distribution of water jerry cans to the local communities. Finally, CDCS supports the rehabilitation of WASH infrastructure and health and hygiene promotion activities.

Configuration of the Mission

BUDGET FORECAST 2020	1.3M €
BASES	KIEV – COORDINATION OFFICE KOSTIANTYNIVKA (GCA) – FIELD BASE OFFICE
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL STAFF	+/- 55
NUMBER OF CURRENT PROJECTS	3
MAIN PARTNERS	ECHO, UNICEF, CDCS
ACTIVITY SECTORS	First Aid / Primary Health Care / Secondary Health care / Vouchers / MHPSS / PFA / WASH / Rehabilitations
EXPATRIATE TEAM ON-SITE	Kyiv Coordination Office : 4 expatriates Kostiantynivka Office: 1 expatriate

Job Description

Overall objective

The Logistics Coordinator is responsible for the smooth functioning of the 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 and security management. Under the direct supervision of the Head of Mission the Logistics Coordinator is in charge to implement logistics strategy in accordance with PUI procedures in order to provide programs support with optimum level.

All our activities are in the Donbass Region and the whole logistic team is in the field and the Logistics Coordinator will be mainly based in Kostiantinovska. He is expected to spend a major part of her/his time in the field base (around 50% of time).

Tasks and Responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and cooperating closely with HQ logistics Officer, he/she contributes to the development of the mission' global and logistics department' strategy.
- ▶ **Security:** He/She assists the Head of Mission on safety and security management. He/She is directly responsible of the daily, concrete aspects of the mission's safety and security 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 all the time respected.
- ▶ **Supply:** He/She ensures the supply chain management for the mission and the respect of the PUI procedures and process.
- ▶ **Fixed Equipment:** He/She is responsible of the management of IT, computers, and communication equipment and for the mission's energy supply.
- ▶ **Asset:** He/she responsible of the smoothly management of the asset at the mission level from the identification of the need till the final report.
- ▶ **Fleet:** He/She is responsible of the management of the vehicle fleet (availability, safety, movement planning, maintenance etc.), for the smooth functioning of the mission and the realization of the activities in accordance with the available budget.
- ▶ **Base coordination:** He/She technically supports and supervises the logistics team on the bases in close cooperation with the Field Coordinator.
- ▶ **Representation:** He/She represents the organization amongst partners, authorities and different local or international actors involved in the logistics and the security of the mission.
- ▶ **Coordination:** He/She consolidates and communicates logistics information at the heart of the mission to headquarters and also coordinates internal and external logistics reports.

Specific objectives and linked activities

1. PARTICIPATING IN SAFETY AND SECURITY MANAGEMENT OF THE MISSION

- ▶ He/She assists the Head of Mission to apply the mission's security management tools, in collaboration with the Field Coordinator and the Head of Mission.
- ▶ H/She assists the Head of Mission to develop the mission's security framework according to the PUI new security package from 2019.
- ▶ He/She ensures that general rules and security plans for the mission and the bases are respected. H/She also monitors permanently that these rules are updated as per the context evolution.
- ▶ H/She monitors closely the context and the security situation on the mission using the security indicators and is proposing to the Head of Mission the adjustments of the security levels where and when necessary.
- ▶ He/She ensures that the training modules are developed and sessions are organized at mission level for both expatriates and national staff on regular basis.
- ▶ He/She ensures that the material and personnel resources on-sites are sufficiently adapted to the context.
- ▶ He/She participates in analysing the context, preparing likely scenarios, alerts and shares recommendations to the Head of Mission.
- ▶ H/She is analysing the security incidents occurred in PUI operational areas and issues on regular basis security briefing notes.
- ▶ He/She conducts security briefings for all expatriates upon their arrival in country.

2. MANAGING THE SUPPLY CHAIN

A. Purchases

- ▶ He/She guarantees that purchase procedures are respected in the field and the coordination office, from the direct purchase to the international call for offers and supervises the purchasing process for the whole 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, are always cross checked with lawyers and are in line with donor's requirements.
- ▶ He/She prepares the procurements plans with program managers and makes sure that during the project lifetime they are followed.
- ▶ 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. Transport

- ▶ He/She chooses the most adapted mean of transport.
- ▶ 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 international shipment and insures the custom clearance process.

C. Stock management

- ▶ 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 applied on the entire mission.
- ▶ He/She ensures that storages are appropriate to the mission's needs and that goods are stored appropriately in terms of location, layout and salubrity.
- ▶ He/She organizes flow, and ensures all the appropriate control.
- ▶ He/She checks stock reports on a monthly basis.
- ▶ He/She ensures the replenishment of stocks and prepares the proper plans.

3. MANAGING THE MISSION'S FIXED EQUIPMENT: COMPUTER, TELECOMMUNICATION 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, telecommunication 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.
- ▶ Prepares a donation plan of assets where applicable.

4. FLEET MANAGMENT

- ▶ He/She defines transport means adapted to the needs of projects 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 makes sure that all licenses, authorizations for the movements of PUI vehicles in ATO zone are granted in advance and ad hoc as per need.
- ▶ He /she ensures compliance with schedules and monitoring tools for the management of fuel and maintenance (log book)

5. SUPPORTING THE BASES (Installation/redeployment/closing/normal functioning)

- ▶ He/She actively contributes to the opening and the closing of base(s) and potential redeployment.
- ▶ He/She supports the Field Coordinator in the organization of logistics factors (installing equipment, building research, security assessments etc.).
- ▶ He/She plans and supports the necessary rehabilitation and installation on the different bases.

6. ENSURING THE CIRCULATION OF INFORMATION, COORDINATION AND REPRESENTATION ON LOGISTIC ISSUES

- ▶ 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 and archiving of purchase files. He/She starts preparing old procurement files to be sent to HQ.
- ▶ He/She participates in the preparation of logistics audit for closed projects.

- ▶ Externally, he/she represents PUI among authorities for any questions concerning logistics (registering equipment, aid transportation, setting up of program facilities in highly sensitive areas etc).
- ▶ Externally, he/she also develops and maintains relationships with partners, especially concerning NGOs for any question relating to logistics and security (, CMCoord Meeting, etc.).

7. SUPERVISING AND MANAGING LOGISTICS TEAM

- ▶ He/She supervises the whole department of the logistics team, directly or in functional link. He/She writes and authorizes job descriptions and carries out or delegates job interviews to the affiliated staff members of logistics department.
- ▶ He/She initiates and conducts work meetings, mediates potential conflicts, defines priorities and action plans for the logistics team.
- ▶ He/She prepares quarterly individual action plans for logistics team and makes sure the proper follow-up is on place.
- ▶ 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 proper for PUI.
- ▶ He/She supports the Field Coordinator in the realization of their logistics activities, in a functional and not hierarchical relationship.
- ▶ He/She creates long term planning and defines the strategy of the logistics department with the objectives defined in the annual programming of the mission.
- ▶ He/She carries out regular appraisals of the logistics team directly placed under his/her direct supervision and participates in the appraisal process of field log team.
- ▶ S/he is actively involved in building the capacities of her/his team by preparing capacity building plans and follow-up on the progress of her/his team.

Focus on 3 priority activities relating to the context of the mission

- ▶ Procurement:
 - Reinforce the supply and procurement planning process between program and logistics and procurement information (supplier catalogue, framework contracts...);
 - Constantly update the suppliers catalogues for UKR mission in general (including the GCA and NGCA suppliers);
- ▶ Logs HR:
 - Improves Logistics Organizational Chart and optimizes the human resources;
 - Accompanies the revision of the field set-up of the Logistics team and considers the nationalization of Logistics Coordinator position on the long-term
- ▶ Security:
 - Supports the Head of Mission and the Field Coordinator on revision of security documents package for NGCA and GCA
 - Actively participates in the improvement of security follow-up on the mission.

Team Management

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

Line supervision: 1 Logistics and Admin Assistant at capital level (National)

Technical supervision: 1 Logistics and Procurement Officer (National), 1 Logistics and Security Officer (National),

Close collaboration and technical support: 1 EECP Logistics Assistant (National, managed by LogCo indirectly), 1 Procurement Assistant (National, managed by Logistics Coordinator indirectly)

Indirect Management: 3 PUI drivers + 2 rental drivers.

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Degree in logistics-related field (supply chain, transport etc.)	Bioforce, Ecole 3A Other similar

PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	Min. 2 years A fortiori Min. 3 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, car park ▶ General Management, telecommunications etc. ▶ Familiarity with the procedures of institutional donors (ECHO, USAID, UN Agencies etc.) 	<ul style="list-style-type: none"> ▶ Mastery of techniques such as communication, energy, electricity, construction/rehabilitation and computer technologies ▶ Good writing and analytical skills
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (please specify) 	Full professional proficiency	Professional proficiency in Russian and/or Ukrainian highly appreciated
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (please specify) 	X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ Ability to work independently, take the initiative and take responsibility ▶ Resilience to stress ▶ Diplomacy and open-mindedness ▶ Good analytical skills ▶ Organisation and ability to manage priorities ▶ Proactive approach to making proposals and identifying solutions ▶ Ability to work and manage professionally and maturely ▶ Ability to integrate into the local environment, taking account of its political, economic and historical characteristics ▶ Anticipation – planning and autonomy ▶ Training and capacity building skills 		

Conditions
Status
➤ EMPLOYED with a Fixed-Term Contract
Salary package
➤ 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
Costs covered
<ul style="list-style-type: none"> ➤ 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 3 and 9 months ➤ PAID LEAVES POLICY : 5 weeks of paid leaves per year + return ticket every 6 months