

Preliminary job information

Job Title	LOGISTICS COORDINATOR
Country & Base of posting	AFGHANISTAN, KABUL
Reports to	Head of Mission
Creation/Replacement	Replacement
Duration of Mission	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. PUI teams are committed to support civilian victims of marginalization and exclusion, or hit by natural disasters, wars or economic collapse, 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 and hygiene, and economic recovery. PUI provides assistance to around 6 million people in 23 countries – in the Caribbean, Africa, Asia, Middle East, Eastern Europe and France.

Afghan Mission is the oldest PUI mission with the first medical intervention launched in 1980 just after the Soviet invasion. Since then, Afghanistan has mostly been in conflict, with national armed groups and international forces that is causing mass casualties and massive movements of population within or out of the country. According to IOM Displacement Tracking Matrix (DTM), the total number of displaced population for the period 2012-2019 that currently live in host communities reached 4,350,900 individuals. The same time, the country has witnessed a strong wave of returnees from abroad at 3,451,510 people. This latter figure is expected to grow further in 2020 as large numbers of Afghans have fled the COVID-19 outbreak from neighboring countries (mainly from Iran). The high number of returns put additional pressure on host communities, fragile livelihoods and public services that are already strained by conflict and economic underperformance.

The achievements realized in the years following 2001 invasion are now jeopardized by the intensification of conflict and violence and fragile governance. Indeed, due to the increase of the attacks, casualties, displacements and consequently, of the acute needs, the United Nations reclassified Afghanistan conflict from a protracted to an active one. Armed groups are threatening the Government of Afghanistan that struggles to impose its vision of development despite continuous extended military, financial and political support, nationally and internationally.

As Afghanistan continues to face an extremely complex humanitarian challenges, the country remains one of the world's largest refugee crisis. According to the World Bank data, by end of 2018, the number of Afghans refugees stood at close to 2.7mln, following only the Syrian crisis.

In the current context, with elevated pressure on aid organizations by different actors, fragmentized conflict that happens to a large extent away from urban centers, the capacity to deliver aid to those in need is particularly challenging. Access to remote areas is volatile, with military offensive and/or threats, expulsion by armed groups that cause agencies to suspend their operations at times. Health actors are particularly at risk as attacks on health facilities and staff continue to happen across the country with a visible intensity in areas where PUI operates.

In 2020, the COVID-19 pandemic advanced the crisis even further. Humanitarian Needs Overview (HNO) expects now 14mln of Afghans, or 37% of the country's population, in need for assistance. This figure is revised upward from 9.4mln estimated earlier in 2020 and from 6.3mln in 2019.

PUI's strategy/position in the country

PUI orients its programs on addressing the fundamental needs of the Afghan populations through provision of assistance based on humanitarian principles and aligned with the concept of do no harm. Indeed, neutrality and impartiality are the key in order to enable humanitarian access to the affected communities, in particular in remote areas and territories contested or under control of the armed groups. PUI interventions are implemented in a coordinated manner and must demonstrate strong support and co-ownership of the stakeholders and beneficiaries. Grass root approach and engagement of communities is possible as the Agency maintains acceptance and relationships locally for years, and involves stakeholders in all stages of its actions from design of activities to community-based feedback mechanism and other accountability instruments.

Over the past 40 years of response in Afghanistan, PUI has delivered health and nutrition assistance with aim to reduce morbidity and mortality in vulnerable populations. The Organization contributed to the reconstruction of the health system and expansion of

access to quality health services across 11 provinces altogether.

Until now, health remains PUI strong expertise in the country and the entry point to implement the integrated approach that combines primary health care, nutrition, sexual and reproductive health, maternal health, hygiene and sanitation, and increasingly psychosocial support. Since 2013, PUI has started interventions on emergency preparedness and trauma services to conflict-affected populations. As Afghanistan became the world's deadliest conflict in 2018 with 59% annual increase in terrorism-related deaths, it is indeed crucial to maintain capacity to respond to mass casualties and/or populations displaced suddenly.

In terms of geographical coverage, PUI increasingly orients its operations to remote areas and territories contested or under the control of the armed groups.

Programmatic Objectives for 2019-2021:

In the period of 2019-2021, PUI has remained aligned with the efforts to date, and continues ensuring access to quality health services through both mobile and static facilities. The Agency also increasingly prioritizes the needs related to mental health not only among vulnerable populations at large but also among humanitarian community exposed to traumatic events in their daily work. Other active sectors of interventions involve nutrition, WaSH, mainstreamed protection and cash-based assistance. PUI considers further expansion to complementary areas for instance food security and livelihoods.

History of the mission and current programs

Prior to the merger with Première Urgence (PU), Aide Médicale Internationale (AMI) had been present and known among local populations in Afghanistan since 1980 for health programs. To be noted that PUI continues operating in Afghanistan under the logo and name of PU-AMI. Currently the Organization is implementing the following programs in the eastern provinces of Nangarhar, Kunar, Laghman and Nuristan:

Health:

Focuses on provision of access to quality primary health care services through mobile and static clinics. Through mobile health teams (MHTs), communities are provided with primary health care consultations, malnutrition diagnosis and treatment, vaccination, ante- and postnatal care, hygiene promotion and general health education, as well with psychosocial support. In static facilities, PUI supports trauma posts oriented on specialized services to care for victims of conflict activities or other major or minor traumas. In other health facilities, including two hospitals in Jalalabad, PUI provides for nutrition and sexual and reproductive health care.

Nutrition:

Malnutrition remains at dangerously high levels across Afghanistan, and PUI currently integrates a nutrition component (diagnosis, treatment, education) with other healthcare activities. In terms of geographical coverage, nutrition services are being provided in particular in remote areas where access to healthcare system is reduced or non-existent.

Psychosocial Support:

Psychological trauma remains difficult to quantify due to low reporting, diagnosis and overall low quality of available services, though the likelihood of significant portion of the population suffering mental health issues is to be high or very high as the conflict continues for now four decades and poverty is deepening across the country. PUI integrates and provides the psychosocial support at community-level and in health facilities, for now mainly in the form of awareness, individual sessions and referrals. Furthermore, first as a pilot project, and now at a broader scale, PUI has developed a Psychological First Aid (PFA) package deployed primary at the First Aid Trauma Posts (FATPs) and with aim to provide for immediate psychological relief to those who suffered a major trauma.

WaSH:

In complement to the implementers of Basic Health Care Package and Essential Package of Hospital Services at the health facilities level, PUI provides for the rehabilitation of water supply and sanitation infrastructure making sure that gender inequalities are addressed. PUI also ensures health facilities in remote areas have access to clean water through boreholes drilling powered with solar energy. Furthermore, in communities, the Organization provides hygiene awareness enhanced by the distribution of hygiene kits.

COVID-19 Outbreak:

Since March 2020, and in close collaboration with a variety of stakeholders and actors, PUI has been actively engaged in preparedness and mitigation of the progressing COVID-19 outbreak with main objective to interrupt or slow down the chains of transmission. Infection prevention control (IPC) support to PUI-run MHTs and health facilities is being strengthened through training, provision of materials and equipment, as well as implementation of a number of relevant protocols. In remote areas, PUI introduced and reinforced the risk communication in order to raise understanding of the viral disease and reduce rumors. Furthermore, the Organization enhanced its psychosocial assistance services to cover distress related to COVID-19 including stigmatization.

Configuration of the mission

BUDGET 2020

7 million EUR

BASES

Kabul (coordination office), Jalalabad (field office), Assadabad (field office)

NUMBER OF EXPATRIATES	12
NUMBER OF NATIONAL STAFF	250
NUMBER OF CURRENT PROJECTS	3 grants (4 other grants under negotiations)
MAIN PARTNERS	ECHO, BHA, OCHA, WHI
ACTIVITY SECTORS	Health, Protection, Nutrition, WaSH
EXPATRIATE TEAM ON-SITE	Kabul (country management): Head of Mission (HoM), Deputy Head of Mission for Programs (DHoMP), Health Coordinator, HR Coordinator, Financial Coordinator, Logistics Coordinator, Grants Officer Jalalabad: (field management): Field Coordinator, Deputy Field Coordinator for Programs, MEAL Manager, MHPSS Technical Advisor

Job Description

Overall objective

Logistics Coordinator is responsible for the smooth functioning of the logistics on the mission. S/he makes sure the resources which are necessary for carrying out the programs are timely available, and actively participates in the mission's safety and security management. Under direct supervision of the Head of Mission, Logistics Coordinator is in charge of revision and implementation of the logistics strategy in the country in accordance with PUI mandate and procedures, and in order to provide programs the required support at optimum level. Logistics Coordinator is based in the Coordination Office, however with frequent and extended stay in the field of minimum 50% of the time.

Tasks and responsibilities

- ▶ **Strategy:** Working alongside the Head of Mission and in consultation with HQ Logistics Officer, s/he reviews and/or develops the mission's logistics department strategy and action plan.
- ▶ **Security:** In collaboration with Security Department, s/he assists Head of Mission on security and safety management including infrastructure upgrades.
- ▶ **Supply chain:** S/he oversees the processes related to and supply chain management, and ensures timely delivery of resources for programs implementation.
- ▶ **Compliance:** S/he ensures compliance with and adherence to relevant policies and guidelines, including but not limited to: logistics procedures, code of conduct framework, anti-corruption and anti-fraud policy, anti-terrorism policy.
- ▶ **Assets:** S/he ensures proper management of assets and oversees maintenance of assets records
- ▶ **IT equipment:** S/he ensures proper management of IT equipments including timely procurement and supply, maintenance, and records.
- ▶ **Fleet:** In close collaboration with Security Department, s/he ensures the fleet management (availability, safety, maintenance) for the smooth functioning of the mission.
- ▶ **Budget:** S/he oversees the budget lines relevant to responsibilities of Logistics Department and ensures compliance with financial procedures and requirements.
- ▶ **Coordination:** S/he acts as functional link to Logistics Department staff located in Kabul and field bases, providing technical guidance and support as well as ensuring logistics processes between all PUI offices in Afghanistan run smoothly.
- ▶ **Representation:** S/he represents PUI in external relations with authorities, partners, stakeholders, and in the coordination mechanisms on matters relevant to logistics.

Specific objectives and linked activities

- ▶ **SUPPLY CHAIN MANAGEMENT**
- ▶ **Purchase:**
 - ▶ 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.
 - ▶ Supervises the purchase processes on the mission and ensures that internal and donors procedures are respected, as well as those reflect the budget planning.
 - ▶ Ensures program goods delivery within the scheduled timeframe, reliable transportation and adequate storage.
 - ▶ Ensures that contracts signed are adequate in terms of effectiveness and protection of the PUI
 - ▶ Prepares the procurements plans with program managers and makes sure that during the project lifetime they are followed.
 - ▶ Centralizes and optimizes the grouping of purchases.
 - ▶ Supervises the identification and referencing of suppliers.
 - ▶ Revises or develops the mission's price catalogue if relevant.
 - ▶ Ensures that purchase files are properly archived in hard and soft copies.
 - ▶ Oversees the importation processes internally and externally with ministries and other stakeholders, and immediately raises alert in case of delays.
- ▶ **Shipment:**
 - ▶ Chooses the mode of transport and the packaging of the merchandise.
 - ▶ Plans and supervises the shipment and delivery of materials up to their final destination.
 - ▶ In collaboration with the logistic Manager, 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.

1. GENERAL STRATEGY AND TEAM MANAGEMENT

- ▶ Reviews and develops the Department's strategy, action plans and ensures follow-up on those, in close collaboration with Head of Mission and in consultation with Logistics Officer in HQ.
- ▶ Supervises the Logistics Department and its teams, directly or acting as functional link. S/he revises and/or develops job descriptions, carries out or delegates recruitment interviews, participates in the performance appraisals, and in any decision to terminate an employment contract.
- ▶ Leads projects development in logistics-related aspects including but not limited to: assessment of needs, procurement planning, vehicle strategy, etc.
- ▶ Initiates and conducts work meetings, mediates potential conflicts, develops quarterly individual action plans for logistics team and ensures the proper follow-up is in place.
- ▶ Reviews and oversees the technical capacity development plans at both individual and department-level
- ▶ Supports the Field Coordinator in the execution of logistics activities and plans, in a functional and not hierarchical relationships.
- ▶ Participates in the financial and administrative management relevant to her/his area of responsibilities. Provides financial and cash forecasts, and ensures that the budget is executed as per the plans.
- ▶ Prepares the Logistics Department for audits, in particular with regard to procurements, assets, compliance with processes and procedures.

2. ASSETS AND IT EQUIPMENT MANAGEMENT

- ▶ Defines the mission's technical needs on each base and ensures budgetary planning, especially when new projects are being designed.
- ▶ Provides technical recommendation on the choice of IT equipment, and acts as the mission's focal point on IT equipment matters.
- ▶ Ensures that assets are properly stored and maintained.
- ▶ Ensures that assets inventory is regularly performed, as well as assets movement and status is duly reflected in the existing databases.
- ▶ Develops a donation plan of assets if applicable.

3. FLEET MANAGEMENT

- ▶ Defines transport needs as per operational requirements of the mission, and plans for those, especially when new projects are being developed
- ▶ In collaboration with Security Department, s/he ensures that vehicles are monitored (checklists are in place and revised regularly), safety protocols and standards are observed, and regular maintenance is provided
- ▶ Ensures that vehicles and hired drivers have all necessary documents as required by the national laws and regulations
- ▶ Ensures compliance with movement schedules, fuel consumptions etc. (mainly through proper maintenance of log books)

4. PREMISES MANAGEMENT

- ▶ Defines the needs to ensure that premises are run smoothly, in particular when new projects are being developed
- ▶ In close collaboration with Security Department, s/he ensures adequate reinforcement of the infrastructure and other safety arrangements (including safe rooms, availability of fire extinguishers, etc.) are being implemented
- ▶ Ensures the necessary maintenance is provided in a timely manner
- ▶ Leads on identification and implementation of required adjustments and improvements in all PUI offices.

5. COORDINATION AND REPRESENTATION ON LOGISTICS MATTERS

- ▶ Ensures that logistics information is effectively circulated to coordination team, field teams and HQ.
- ▶ Ensures logistics coordination at the mission level by regularly visits to the bases, regular communication processes, monitoring, training, consultations
- ▶ Represents PUI among authorities and in coordination mechanisms for any question concerning logistics order (construction, customs etc).
- ▶ Maintains and develops relationships with other NGOs, partners, and external stakeholders on the matters related to logistics.

6. SUPPORT TO SECURITY & SAFETY MANAGEMENT

- ▶ Issue alerts and recommendations to the Head of Mission about possible changes regarding risks and measures to be implemented, in particular with relation to the movement of staff and assets, premises, and storage.
- ▶ Assist and advice the Head of Mission/ Field Coordinators in defining security management tools for the mission.
- ▶ Supports and manages the movement of expatriates to and inside the country.
- ▶ Organize appropriate meetings and trainings for all staff and especially support staff i.e. drivers/ guards.

7. REPORTING

- ▶ Supervise the filling of log pack reports by the field staffs, compile them and comment them.
- ▶ Ensure all reports are properly filled and data is analyzed.

- ▶ Ensures donors reporting in aspects related to logistics.

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

- ▶ Direct management : 1 logistics manager, 3 assistants (supply chain, premises, IT)
- ▶ Indirect management/functional link : 1 logistics manager, 1 logistics officer, 2 logistics assistants, drivers

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ BAC + 2 - 5 in logistics (procurements, transportation, etc.) 	<ul style="list-style-type: none"> ▶ Bachelor's or Master's degree in a field related to project management ▶ Bioforce
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Previous experience in humanitarian work or a related field from an accredited academic institution with 3 or 4 years of relevant professional experience ▶ Communication – listens and communicates clearly, adapting delivery to the audience ▶ Performance Management – identify ways and implement actions to improve performance of self and others; - Strong interpersonal, management and leadership skills ▶ Experience in security management and cultural sensitive contexts ▶ Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility ▶ Experience in remote management ▶ Strong negotiation, interpersonal and organization skill 	<ul style="list-style-type: none"> ▶ Experience in a similar field ▶ Previous experience with PUI ▶ Experience in capacity building <ul style="list-style-type: none"> ▶ Strong organizational and problem-solving skills with analytic approach
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Strong knowledge of procurement and supply chain in humanitarian context ▶ Strong understanding of anti-corruption and anti-fraud policies and practices ▶ Familiarity with procedures of institutional donors such as USAID/OFDA, ECHO ▶ Proven management experience and organisational skills ▶ Strong Report Writing and ICT skills 	<ul style="list-style-type: none"> ▶ Experience in medical supply chain ▶ Experience in customs/ importation
LANGUAGES	<ul style="list-style-type: none"> ▶ English Mandatory 	<ul style="list-style-type: none"> ▶ Dari/ Pashto ▶ French
SOFTWARE	<ul style="list-style-type: none"> ▶ Strong computer skills, including Microsoft Word, Excel, Project & database management software 	

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

- ▶ Strong work ethic
- ▶ Commitment to humanitarian principles
- ▶ Strong communication skills
- ▶ Strong planning and organizing skills
- ▶ Ability to manage responsibilities to tight deadlines
- ▶ Ability to prioritize, delegate the tasks, oversee the work of a multidisciplinary team
- ▶ Ability to foresee risks and allow for contingencies when planning
- ▶ Strong follow-up and monitoring skills
- ▶ Ability to mentor and develop technical skills in other staff
- ▶ Ability to work in a dynamically changing environment
- ▶ Independence
- ▶ Patience and calm approach (including skills to manage stressful environment)
- ▶ Negotiation skills
- ▶ Cultural sensitiveness
- ▶ Understanding of and respects towards security and safety protocols

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