

VACANCY ANNOUNCEMENT FOR EU AID VOLUNTEERS

GENERAL INFORMATION

Title of the vacancy: Junior EU Aid Volunteer – Logistics, Jordan

Region:
Jordan, Middle East

Sectors:
Logistics

Hosting Organisation:
ACTED Jordan

Sending Organisation:
ACTED

DESCRIPTION

Project description:

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential.

ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED’s mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,600 national staff 400 international staff, ACTED is active in 37 countries and implements more than 500 projects a year reaching over 11 million beneficiaries.

The EU Aid Volunteers initiative provides opportunities to European citizens and long-term residents, from a wide range of backgrounds and with a diversity of skills and professional experience, to get involved in humanitarian aid projects, support the provision of needs based humanitarian aid in third countries and engage in volunteering opportunities, through deployment.

***Operational and security context:***

Through its coordination office in Amman, ACTED is working in Jordan to meet the needs of the refugee populations in the country, with a shift from lifesaving activities to long-term livelihoods programming. ACTED also provides support to Jordanian host populations and local actors, also affected by the challenges faced by the country, ensuring all can access basic services. In Za'atari camp, Azraq camp and Mafraq, ACTED teams play a key role in the management and coordination of refugee camps, support to informal tented settlement populations and provide emergency assistance to ensure people's access to food, water and hygiene and sanitation facilities. More broadly, ACTED works with municipalities and community organizations to build capacity and promote sustainable solutions.

Since 2011, Jordan has provided refuge to 1.2 million Syrians refugees, of which 656,900 are registered. 93% of Syrians are living in host communities, well below the poverty line, among which more than 15,000 live in informal tented settlements with other vulnerable populations. The influx of refugees has increased demand and pressure on the country's services and has had a significant impact on infrastructure, access to quality education, livelihoods, provision of water, hygiene and sanitation services and led to the emergence of protection concerns for both refugees and vulnerable Jordanians.

TASKS AND COMPETENCES**1. Contribute to improve logistics processes in country*****1.1 Procurement***

- a) Contribute to maintain the national supplier database up-to-date & to nourish it from existing contracts, as well as market surveys;
- b) Contribute to improve the reliability of the order follow-up, and its dissemination amongst operational teams;
- c) Support major procurement campaigns by providing offers pre-analysis, drafting documentation such as procurement memos & contracts if needed, deploying operational plans under the CLM supervision;
- d) Support the efficient & exhaustive circulation, filing & archiving of procurement documentation as detailed in ACTED logistics manual (tender documents, contracts, quotations, etc.);
- e) Review & strengthen the Monthly Procurement follow-up, under the CLM supervision, with logistics & program teams.

1.2 Stocks & deliveries

- a) Support transportation means review, and handle market survey if needed under the CLM supervision;
- b) Support the logistics staff capacity building toward stocks & deliveries documents, tools & processes;
- c) Support the periodic inventories, and clear stock discrepancies in a documented



manner;

- d) Support the efficient & exhaustive circulation, filing & archiving of stocks & deliveries documentation as detailed in ACTED logistics manual (stock reception vouchers, stocks cards, stock exit forms, etc.);
- e) Review & strengthen the Monthly Stock inventory report, under the CLM supervision, with logistics & program teams.

1.3 Fleet, transportation & fuel management

- a) Support fleet reviews, and fleet prospects under the CLM supervision (market surveys, fleet analysis, etc.)
- b) Support the implementation of user friendly tools for movements & maintenance planning;
- c) Review & strengthen the Monthly Motorized asset report under the CLM supervision, with logistics teams.
- d) Support the efficient & exhaustive circulation, filing & archiving of fleet & transportation documentation as detailed in ACTED logistics manual (logbooks, maintenance sheets, administrative authorizations, insurance cards, etc.).

1.4 Asset management

- a) Support assets review, and physical inventories;
- b) Review & strengthen the Monthly asset follow-up per project code, budget line, with a clear location & user for each asset; investigate and document any loss or damage.
- c) Support the efficient & exhaustive circulation, filing & archiving of asset documentation as detailed in ACTED logistics manual (registration cards, etc.).

1.5 Communications & IT management

- a) Support communication & IT reviews under the CLM supervision;
- b) Review & strengthen the Monthly communication costs follow-up; investigate and support solving major over-costs;
- d) Support the implementation of the IT plan: handle market surveys of maintenance services, internet connections opportunities, etc. under the CLM supervision;
- e) Support the monthly data back-up (server, emails, etc.) as per replication standards;
- f) Support the efficient & exhaustive circulation, filing & archiving of communication & IT documentation (lease agreements, security assessments, etc.)

1.6 Logistics TITANIC

- a) Cross-check the overall consistency of all logistics TITANIC reports;
- b) Cross-check real data with TITANIC reports under a random strategy, in



particular during field visits;

- c) Integrate internal & external audits recommendations into the monthly TITANIC review, as well as regular reviews.

2. Train logistics & other staff to logistics procedures & tools

- a) Under the supervision of the CLM, maintain a training schedule over 6 months for logistics & other staff about logistics processes, procedures & tools, according to priorities agreed with CD, HQ Logistics & Audit departments;
- b) Ensure that all trainings courses are aligned with ACTED logistics procedures & tools;
- c) Ensure daily staff training during any task completed, with the final objective to empower logistics & other staff about logistics processes;
- d) Support the formalization of logistics rules & tools, under the CLM supervision (memo drafting, flow charts, etc.).

3. Support logistics documentation

- a) Make sure that filing as defined in ACTED manuals is part of the regular trainings to logistics staff;
- b) Review past documentation in capital & field offices when needed;
- c) Ensure the regular documentation flow from field offices to the capital office;

4. Upon request support logistics operations

The Logistics EUAV might be requested to replace a CLO/ALO in case of his/her absence, under close supervision of the CLM; or to support emergencies, high workload periods, or any specific situation that would require an unusual workload in logistics. In case of CLM absence, the Logistics EUAV will support the management of logistics teams, and the continuity of all logistics processes, under close supervision of the Country Director.

5. EUAV Communications

- a) During the deployment period, the volunteers will have to realize communications activities in order to raise awareness of the EUAV initiative, share volunteer experiences and opportunities, encourage spirit of volunteerism and positive activism and create European connections.
- b) The EU Aid Volunteer will have to follow his/her communications plan, built with the Communications department during the induction session.

Required competences:

Transversal competences

Demonstrating leadership
 Volunteering mind-set
 Autonomy
 Accountability

Specific competences

Understanding the humanitarian context of the EU Aid Volunteers initiative and applying humanitarian principles

Managing projects in humanitarian contexts

Technical competences

Finance and Logistics

Apprenticeship

The apprenticeship for this position will be based in ACTED's HQ in Paris, France. During the apprenticeship the Volunteer will be managed by a line managers from the Logistics department, where there we will be interacting with departments within ACTED HQ and with field missions.

SELECTION CRITERIA AND CONDITIONS

Eligibility and exception criteria:

The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.

Minimum requirements:

Bachelor's or Master's degree in humanitarian studies / Political Science / M&E / Project Development / Finance / Logistics
 Fluent English (written and spoken), excellent writing and communication skills;
 Ability to work under pressure in a fast-paced environment;
 Good organisational and prioritisation skills;
 Proficiency in Microsoft Office;

Conditions of service:

Deployment dates:

February 2020 – July 2020 (Apprenticeships November 2019 – January 2019)

Learning opportunities:

This program places great importance on the EUAV management and career development. The selected volunteers will undertake a learning and development program that will include an induction, trainings during the deployment and a post-deployment support and dissemination activities. Their learning and development plan will be completed with the support of a mentor and their line manager

Working and living conditions:

EU Volunteer benefits include: subsistence allowances in line with EU Aid Volunteer daily allowances (**675.79 euros per month in France, 395.64 euros per month in Jordan**), coverage of all accommodation during apprenticeship in Paris, and in ACTED guesthouse when in the field, travel costs (return flight from Jordan), a luggage allowance of 50 kg, provision of medical, repatriation, and life insurance, reimbursement of visas and vaccinations costs and resettlement allowance (100 per completed month of deployment).

SELECTION PROCESS

Closing date:

20/08/2019

Shortlisting and interviews:

August 2019

Interview process:

Candidates will be shortlisted and invited to take part in a Skype or face-to-face interview (depending on location). Two-interview process with relevant stakeholders from HR and Program departments and staff based in the field.

Please note that the final stage of the recruitment process for this position will be a mandatory ten day training. The training will take place from 25th September - 9th October in Belgium. Candidates who are shortlisted will need to be available to attend the mandatory training. In preparation for this the selected candidates will be required to undertake 30 hours of e-learning prior to attending the face-to-face training. Costs for travel and accommodation to attend this stage in the recruitment process will be provided. The final selection will then take place after successful completion of the online and face-to-face training.

Expected date on decision of outcome:

August/September 2019

Expected Timetable:

Date of training: October 2019

Apprenticeship placement dates (leave blank if not foreseen): November 2019 – January 2020

Pre-deployment preparation and induction: November 2019

Deployment: repeat dates given above: February 2020 – July 2020

Post-deployment activities: August 2020