

DEADLINE : 24 DECEMBER 2019

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

BASED: DAMASCUS

ABOUT PUI IN SYRIA

The current operational strategy for Premiere Urgence Internationale (PUI) in Syria is to alleviate the human suffering of the Syrian people in Syria by delivering sound, needs-based humanitarian assistance, while promoting a life-sustaining response. PUI's positioning on, shelter, education, livelihoods, and WaSH sectors remain a priority.

Based on ten years of experience conducting humanitarian operations in Syria, supporting Iraqi refugees and lately Syrians affected by the crisis, PUI has played an important role in responding to the needs of the population within nine governorates (Aleppo, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia & Deraa) and through the following interventions:

- Rehabilitation of collective and private shelters,
- Rehabilitation of infrastructure
- Emergency and Early Recovery WASH interventions
- Education support for conflict-affected populations (remedial classes, school rehabilitation, free exam preparations, summer class activities, community based initiatives and psycho social support),
- Enhancement of the Population of Syria self-reliance through livelihoods (vocational training course, provision of a professional tool kit ((PTK)).

GENERAL OBJECTIVE

The Logistics Officer is the focal point for Logistics & IT related matters and directly supervises the Logistics assistant, IT assistant, the Facilities Assistant and the Head of drivers on the day-to-day tasks.

RESPONSIBILITIES AND TASKS

1- Logistics & Supply:

- Support in ensuring effective supply chain mechanisms in place to contribute to the successful implementation of the PUI activities in coordination with the different internal and external stakeholders.
- Perform various actions related to procurement, including but not limited to flash quotations, preparing Purchase Files, bids analysis, purchase orders, receive goods and issue payments.
- Support in the preparation of framework agreements with selected suppliers when necessary.

2- Warehousing and Transportation:

- Ensure timely movement of the goods to/from warehouse:
- Manage stock data and tracking systems in accordance with PUI standard procedures.
- Ensure receipt of goods is in good order as described on the purchase order.

3- Assets and Equipment:

- Maintain asset register and inventory, ensuring that all assets and equipments are properly tagged/given an ID number, recorded, assessed and their physical location & condition documented.
- Ensure all assets and properties are maintained to a good working order and appropriate standard.
- Ensure that any storage facilities and/or warehouses are adequately maintained and managed, including the protection of stored goods.

4- Fleet:

- Support in establishing and managing vehicle rental and service contracts as necessary.
- Check all records related to vehicle timetables, log sheets, vehicle servicing history, accident/incident reports are up to date.
- Coordinate with line manager, head of drivers to book staff runs as planned within/outside the country.
- Ensure proper management of fuel consumption of fleet through regular vehicle fuel consumption analyses and reporting to Line Manager.

5- Operational IT Service Delivery & Support

- Support in installing programmes and maintain communications equipment.
- Manage the day to day provision of all IT services, ensuring systems are fully operational.
- Support to resolve problems which limit IT access and get staff “back on line” as soon as possible.
- Manage the computer system and network.
- Ensure there is an effective security access to working network and the data protected in place, so that all information developed and held by PUI staff is fully protected from outside corruption and IT theft.
- Supports the logistics coordinator in improving the PUI - IT Policy for PUI Syrian Mission based on best practice procedures, supports with the effective management of the equipment, advises on relevant trainings.

6- Facilities management

- Manage rental contracts, proper and timely communication with owners of premises when needed;
- Monitor Performance of schedule maintenance at different premises;
- Proper warehouse management for stationary at PUI offices;
- Proper management of energy networks and equipment;
- Monitor the condition of PUI facilities to ensure that appropriate standards are achieved;
- Implement safety and security policies/procedures at PUI facilities .
- Monthly update of the Asset List.

7- Staff Management and Reporting

- Manage the local support team training, objectives, supervision of tasks, evaluations, and performance management.
- Produce and submit regular progress and analytical stock, assets, equipment inventory, orders, vehicles and fuel consumption, travel status reports as and when required

REQUIERED SKILLS

- Actively work towards the achievement of the PUI goals
- Abide by and work in accordance with PUI principles.
- Perform any other work related duties and responsibilities that may be assigned by the line manager.

POSITION REQUIREMENTS

Experience and Skills :

- Minimum of four years of progressively specialized experience in logistics and procurement.
- University Degree in Business Administration, Accounting, Information Technology.
- Experience in management of staff (Preferred)
-
- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities
- Excellent interpersonal and communication skills.
- Good analytical thinking and problem solving abilities.
- Ability to plan, prioritise and organise own and others' work.
- Computer literate, including word processing, databases/ spreadsheet use.

Languages

- Fluently spoken and written English
- Good command of Arabic

To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSdYZ7EoWEYys5iTqnJpbhDA2kWjMHNxdR2xExFa-ftq3EKkKg/viewform>

If the link below dose not work by clicking on it, please copy and paste it in the browser address bar.