



JOB TITLE – LOGISTICS SUPERVISOR, BASED IN DAMASCUS

DEADLINE : 19 JULY 2021

TYPE OF CONTRACT/DURATION : EMPLOYMENT CONTRACT / 6 MONTHS

NO OF REQUIRED EMPLOYEES : 1

SALARY: AS PREMIERE URGENCE INTERNATIONALE (PUI) SYRIA MISSION SALARY SCALE

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, Latakia & 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 Supervisor is responsible for organizing & reporting all logistics operations of: Logistics Supplies, warehousing, domestic trucking, distribution, fleet, premises and facilities. He / She directly supervises the logistics support team. He / She supports the Deputy Logistics Coordinator in planning the logistics needs in PUI.

RESPONSIBILITIES AND TASKS

1- Logistics Supplies:

- Support the deputy logistics coordinator in setting up the logistics supplies plans by collecting the needs to ensure a smooth operating of PUI facilities and staff.
- Follow up the implementation of related plans with logistics officer on daily and weekly basis to ensure the deliveries on timely manner.
- Provide technical support to logistics officer in developing the related SPECs and evaluation criteria using PUI standard procedures and templates to ensure good quality of all supplies.
- Coordinate with procurement manager in organizing opening sessions, PR tracking, PR coding and all procurement matters related to logistics supplies according to PUI standard procedure.

2- Warehousing, Material Transportation & Distribution:

- Monitor warehouse(s) operations and in/out materials movements according to PUI storage procedure to meet PUI needs of sufficiency and good stocking conditions for goods.

- Process stock reports and all related documents submitted by logistics assistant and report them to deputy logistics coordinator on monthly basis or when needed as per PUI standard procedures.
- Support deputy logistics coordinator in planning for optimizing PUI storage and warehousing by anticipating the needs and seeking proper solutions and alternatives.
- Plan for goods movement (between Supplier-Warehouse-Field) in coordination procurement manager, program and accountability staff in governorates, to ensure the delivery on timely manner.
- Monitor domestic trucking framework contracts and post evaluation process for all related service providers according to PUI standard procedures.
- Maintain on safety and security conditions for all warehouse and goods movement operations under direct supervision of deputy logistics coordinator and in coordination with ANDS and report any related issue when needed.

3- Fleet:

- Monitor all fleet operations in/out country to ensure safe, secure and on time movements of all PUI staff according to PUI related standard tools and procedures.
- Support deputy logistics coordinator in planning the fleet to anticipate the needs and optimize the performance.
- Follow up all related contracts and insurance policies with logistics officer and head of drivers for all types of fleets (rental vehicles, private cars and taxi companies).
- Review the technical conditions and maintenance reports for all PUI vehicles to ensure the fleet availability and readiness.
- Ensure proper management of fuel consumption of fleet through regular vehicle fuel consumption analyses and reporting to deputy logistics coordinator on monthly basis.
- Follow up the safety and security measures for PUI drivers, staff and vehicles and report to deputy logistics coordinator for any issue and incident on time.

4- Premises & Facilities:

- Follow up premises' contracts for all PUI offices, work spaces, warehouses and expats guest houses to be up to date in addition to the related utilities bills.
- Support deputy logistics coordinator for enhancing premises conditions and alternatives.
- Monitor regular and protective maintenance plans for PUI premises and facilities to ensure good operating in addition to maintain safety and security measures.
- Process PUI asset & equipment list on regular basis to maintain and enhance good conditions and report to deputy logistics coordinator.
- Manage the inventory and physical check for PUI asset and equipment on regular bases according to PUI procedure.
- Manage the telecommunication and internet connection means for PUI offices and guest houses in addition to mobile connection for PUI staff.

5- Team Management:

- Follow up the work flow with the logistics support team and maintain on good work environment.
- Support deputy logistics coordinator in capacity building for the team.
- Set up and implement the appraisal plan for the team, create objectives and measure the performance.

- Support the team in workshops and training and give the technical advisory when needed.

6- Reporting & Archiving:

- Support deputy logistics coordinator in providing accurate and up to date logistics records and reports when needed.
- Manage Soft and hard archiving for all logistics files and documents.

Qualification & REQUIRED SKILLS

- University Degree in Business Administration, Supply Chain, or Engineering.
- Minimum of four years of progressively specialized experience in logistics and supply chain.
- Previous experience with INGO or UN agencies.
- Language skills: Advanced level of English – Written and Spoken
- Proficient user of MS Office (including Word, Outlook, PowerPoint), Advanced in Excel
- 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, priorities and organize own and others' work.
- High level of transparency , organizational skills and high sense of responsibility
- Accurate/Attention to Details

Dear Applicante,

To apply for this Vacancy, please copy below link:

https://docs.google.com/forms/d/e/1FAIpQLSf9T1M_R_U2M3qVdcYRVP9_0qPo5NXgy7XQSWdfYNdZ8rwBZw/viewform

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

PLEASE NOTE THAT THE PRIORITY WILL BE FOR THE APPLICANTS WHO APPLY BY 04TH OF JULY 2021.