

DEADLINE : 15 OCTOBER 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 coordinator is responsible for the smooth functioning of 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 management.

RESPONSIBILITIES AND TASKS

- ▶ **Safety** : He/She assists the Head of Mission and the Security Focal Point with the set up of the safety management. He/She is directly responsible of the daily concrete aspects of the material/equipement's safety 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 respected.
- ▶ **Fixed equipment** : He/She is responsible of the management of computer equipment, tele/radiocommunication equipment and for the mission's energy supply.
- ▶ **Fleet** : He/She is responsible of the management of the fleet (availability, safety, maintenance etc), for the smooth functioning of the mission and the realization of activities in accordance with the available budget.
- ▶ **Functioning of the bases** : He/She supports the teams in case of redeployment/installation/rehabilitation/ closing of bases.
- ▶ **Representation** : He/She represents the organization amongst partners, authorities and different local actors involved in the logistic of the mission.
- ▶ **Coordination**: He/She consolidates and communicates logistic information at the heart of the mission to headquarters and also coordinates internal and external reports.

SPECIFIC OBJECTIVES AND LINKED ACTIVITIES

1. PARTICIPATING TO THE SAFETY OF GOODS AND PEOPLE

- ▶ He/She assists the Head of Mission and the Security Focal Point to apply the mission's safety management tools, in collaboration with the focal persons at the concerned bases.
- ▶ He/She participates in collecting safety information in the PUI's operation areas and communicates these in accordance with the channels defined.

- ▶ He/She communicates, on a regular basis, with the drivers concerning accidents, risks and behavior to be embraced (regular meetings and training if necessary).

2. MANAGING THE SUPPLY CHAIN

a. Purchases

- ▶ He/She guarantees that purchase procedures are respected in the field, the capital and the headquarters, from the direct purchase to the international call for offers and supervises the purchasing process for the whole of the 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.
- ▶ 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. Shipment

- ▶ He/She chooses the mode of transport and the packaging of the merchandise.
- ▶ 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 the shipment of merchandise coming from abroad and supervises the potential process involved with clearing customs.

c. Stocking

- ▶ 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 known to and understood by everyone and are applied on all the mission's bases.
- ▶ He/She ensures that stocking sites are appropriate to the mission's needs and that merchandise is stocked appropriately in terms of location, layout and salubrity.
- ▶ He/She organizes fluxes in merchandise, makes sure that the goods received are of a certain quality and carries out physical checks of stocked merchandise. He/She is attentive to the use-by-date of products, if need be.
- ▶ He/She ensures the movement/transfer of documents is properly referenced. He/She checks stock reports on a monthly basis.

3. MANAGING THE MISSION'S FIXED EQUIPMENT : COMPUTER AND TELECOMMUNICATION EQUIPMENT 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, tele/radiocommunication 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.

4. MANAGING THE MISSION'S FLEET

- ▶ He/She defines transport means adapted to the needs of projects associated with the mission 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 controls the use of vehicles and, if necessary, makes any necessary changes to utilization procedures. He/She ensures plans and monitoring tools for the management of omissions are put in place and respected and that they are maintained through the use of log books.
- ▶ He/She makes sure, above all, that questions of safety relating to the utilization of vehicles (authorized people, exceptional circumstances, safety equipment etc) are appropriately addressed.

5. SUPPORTING THE BASES (Installation/Redeployment/Normal functioning/Closing)

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

6. ENSURING THE CIRCULATION OF INFORMATION, CO-ORDINATION AND REPRESENTATION ON LOGISTICS 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 of and the archiving of purchase files (help, equipment, location, omissions etc). He/She participates finally in the preparation of logistics in view of an audit which is either forthcoming or already underway.
- ▶ Externally, he/she represents the PUI among authorities for any questions concerning logistics order (registering equipment, customs etc).
- ▶ Externally, he/she also develops and maintains relationships with partners, especially concerning NGOs for any question relating to logistics.

7. SUPERVISING AND MANAGING LOGISTICS TEAMS

- ▶ He/She supervises the whole of the logistics team, directly or otherwise. He/She writes and authorizes job descriptions and carries out or delegates job interviews. He/She contributes to work meetings, mediates potential conflicts, defines priorities and plans activities.
- ▶ 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 of the PUI.
- ▶ He/She supports the Head of Base(s) in the realization of their logistics activities, in a functional and not hierarchical relationship.
- ▶ He/She creates an action plan for the logistics department in accordance with the objectives defined in the annual programming of the mission.

Required Profile		
Required knowledge and skills		
	REQUIRED	DESIRABLE
TRAINING	Bac + 2 to + 5 – in logistics (purchases, transport etc)	
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	Min. 1 year - Min. 2 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, fleet management, telecommunications etc ▶ Familiarity with the procedures of institutional backers_(OFDA, ECHO, UN agencies etc) 	<ul style="list-style-type: none"> ▶ Mastery of techniques such as communication, energy, electricity and computer technology ▶ Good writing skills
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	X	X
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	X	
Required Personal Characteristics (fitting into the team, suitability for the job and assignment)		
<ul style="list-style-type: none"> ▶ Independence, an ability to take the initiative and a sense of responsibility ▶ Good resistance to stress ▶ Sense of diplomacy and negotiation ▶ Good analysis and discernment capacities ▶ Organization and priority management ▶ Adaptability to changing priorities ▶ Pragmatism, objectivity and an ability to take a step back and analyze ▶ Ability to make suggestions ▶ Sense of involvement ▶ Trustworthiness and rigor ▶ Capacity to delegate and to supervise the work of a multidisciplinary team 		

Dear Candidate,

- To apply for this Vacancy, please copy below link:

<https://docs.google.com/forms/d/e/1FAIpQLSdYZ7EoWEYys5iTqnJpbhDA2kWjMHNxdR2xExFa-ftq3EKkWG/viewform>

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

- You should send your CV to the following email account:

syr.hr.officer1@premiere-urgence.org

Subject of the email should be the Job Title you applied for