CARE International Roster for Emergency Deployment

Terms of Reference – *Logistics Coordinator*

Purpose / Role

The organization is looking for a logistic expert to fill the role of leadership on the overall country logistics management. The candidate will provide technical oversight and ensure proper logistics management practices and procedures are in place and maintained according to CARE standards and protocols. To include warehousing, transportation and management of logistics resources in fleet, equipment and facilities, and distribution.

The position will require a strong humanitarian and logistics experience, safety and security coordination skills. The right candidate will also have strong communication and coordination skills to work with stakeholders both within CARE and external partners and coordination mechanisms in the country.

Responsibilities

**Administration**

* Handle rental contracts for all premises
* Handle contracts linked to utilities of the premises (water, electricity, etc)
* Ensure adequate and required equipment/furniture are in place and functioning
* Ensure follow up and supply of office supplies
* Organize various maintenance and repairs if needed

**Warehousing**

* Choose the storage site and its layout plan
* Ensure the flow of merchandise is organized
* Take delivery of the merchandise and check the quality & quantity
* See to the physical management of the stock and in particular, attend to phytosanitary measures and expiry dates if needed
* Monitor the stock list
* Update and share the monthly stock inventory.
* Supervise the implementing partner stock movement’s follow up
* Locate and negotiate contracting for warehousing that is secure, well-maintained, and meets health and safe working practice requirements. Oversee warehouse operations. Conduct periodic ‘spot checks’ and put systems in place to increase stock reliability.
* Familiar with the Generally Accepted Commodity Accountability Principles (GACAP).
* Monitor stock movement, analyze, verify and reconcile stock records.
* Review loss handling and documentation and institute systems to mitigate losses including disposal of unfit commodities (where applicable).
* Initiate and follow up on marine losses settlement through surveyor discharge reports in coordination with HQs and external-based Freight Forwarders (where applicable).
* Introduce appropriate control mechanisms for management of stock inventory.
* Organize and retain stock records according to donor guidelines and organization’s policies.
* Adhere to warehousing best practices including good housekeeping, ventilation, use of pallets, proper stacking, fumigation and rodent control.

**Fleet Management**

* Organize the allocation and provision of the vehicles/equipment
* Identify the requirements and choose the suppliers
* Provide training in the handling of equipment and develop operating procedures
* Ensure a proper follow up of movement and fuel is in place (log book, monthly fuel follow up, etc)
* Monitor the additional equipment required and advise on the purchase
* Ensure that the preventive and curative maintenance of vehicles is done
* Diagnose breakdowns and organize the repairs
* Install the equipment and maintain it
* Identification, registration and labelling of all the equipment.
* Implement the monitoring tools, including the follow up and update of the equipment and accessories’ list

**Transportation**

* Supervise the fleet Manager with the planning and organization of the driver’s tasks.
* Manage the vehicles in agreement with the country’s legislation, the organization’s rules and provide safety instructions.
* Produce monthly reports on vehicle fleet usage and related costs (oil, gas oil, spare parts);
* Determine and periodically assess transport needs for delivery of commodities to the secondary warehouses and distribution points, including modes of transport and identification of primary and secondary transporter, where applicable.
* Identify constraints and determine routing for delivery of commodities while obtaining optimal use of resources.
* Maintain controls to minimize/mitigate transit and other handling losses.
* Maintain systems to manage reverse logistics of undistributed food for efficient commodity accounting and management.
* Monitor and analyze performance of transport providers.

**Shipping and Customs**

* Ensure international / national transportation of freight by land, sea and air is in line with programme budgets / needs ensuring the most cost effective and reliable transport is used for the timely delivery of supplies to projects. Actively engage with freight forwarding agencies, freight handling/clearance agents, and local customs, to ensure cargo is managed at all points of the supply chain.

**Distribution**

* Work with program and security staff to ensure that distributions are implemented efficiently, effectively, and securely with a focus on the differentiated needs of gender and vulnerable populations.

**General**

* Ensure that all logistics and relevant programme staff are adequately trained and, if necessary, create possibilities for capacity building, mentoring and coaching.
* Organize team meetings and provide weekly program update and staff planning
* Follow up staff attendances, leaves and provide monthly attendance sheets to her/his manager to facilitate payroll process
* Ensure regular feedback to the staff under her/his responsibility and appraisal process when needed
* Support disciplinary measures application if needed
* Coordinate closely with Procurement, Distribution, and Security staff in order to safely and efficiently support the implementation of programming All staff members understand and abide by the CARE Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. Staff are required to report any suspicions of exploitation and abuse of children and vulnerable people via established internal mechanisms. All staff must adhere to CARE’s zero tolerance policy for sexual exploitation and abuse of children.
* Adhere to and enforce current administrative and logistical regulations and procedures
* Proactively engage with suppliers, partners, local authorities, other NGOs, clusters and stakeholders, to plan, organise, and schedule distribution of goods and material as well as to ensure good coordination and adequate information sharing, address common concerns/problems and seek solutions.

Key Internal Contacts

Team Leader or ACD Program Support.

National/Country Office Logs Manager, Procurement Officer, Food Aid Manager, Wat-San Specialist, Camp Manager (when appropriate), Security Advisor/Officer

Key External Contacts

UN (particularly WFP, UNHCR, UNICEF), Logistics cluster/ INGOs Logs Managers and Procurement Officers

National / international suppliers and freight forwarders, National customs authorities and/or relevant ministries (planning, Foreign affairs, etc.), INGOs / Red cross / UN security officers/focal points if appropriate.

Reporting Lines

Reports to the Team Leader and ACD Programme Support or CD

Depending on the scale of operations and adopted management structure may supervise transport, warehousing and security personnel as well as local manual labour.

Selection Criteria

## **Experience**

* Minimum of 8 years of progressively responsible experience in Logistics or a related field.
* Minimum of 3 years in a senior management position in Logistics with an International NGO
* Must have demonstrable experience in Supply Chain Management, Fleet Management, Asset Management, and/or Security Management. Proven relevant *technical* expertise in commodities and warehousing.
* Excellent in logistics procedures and data-processing competencies.
* Experience in project development (proposal writing, budget development, etc.).
* Financial and budgeting skills.
* Understanding of donor environment and ability to raise funds and support.
* Ability and willingness to undertake frequent travel.
* Ability to deploy at short notice.
* Excellent English communication skills (verbal and written).
* Strong negotiation skills.
* Ability to work to tight deadlines, under pressure and to multi-task.
* Computer literate with word processing and spreadsheet packages.
* Ability to work in insecure and difficult environments.
* Ability to coordinate and develop teams across distances.
* Experience integrating cross-cutting issues such as protection and/or gender and/or environmental impact into emergency responses.

*Desired*:

* Experience working in humanitarian policy.
* Experience working in refugee or IDP settings.
* Clear understanding and demonstrated application of SPHERE, HAP and other relevant guidelines for accountability in humanitarian response.
* Design of Quality and Accountability and beneficiary feedback mechanisms in emergency response.

## **Skills**

* Familiar with SPHERE standards, the Humanitarian Charter, Code of conducts for NGOS, Do No Harm and Beneficiary Protection issues
* Advanced planning, coordination, assessment, analytical and problem solving skills.
* Technical understanding of mechanical and communication equipment.
* Demonstrable knowledge of rules, regulations and donor policies governing the compliance / regulatory management of procurement rules from US, EU, UN and other agencies.
* Valid local driving license.
* Able to work under pressure.
* Adapt to evolving humanitarian environments.
* Ability to work in stressful and sometimes insecure operating environments.
* Coaching and mentoring skills.
* Effective team leadership and decision making skills with strong individual planning capacity.
* Demonstrated Initiative and resourcefulness.
* Ability to accept and provide constructive feedback.
* Problem solving and mediation/negotiation skills.
* Strategic program planning and implementation.
* Excellent verbal and written communication skills coupled with demonstrated understanding and experience of varied donor regulations and proposal development.

## **Language**

* English required, French and Arabic highly desired (written and spoken).