

JOB DESCRIPTION

Preliminary job information

Job Title	LOGISTICS COORDINATOR
Country & Base of posting	IRAQ KURDISTAN, ERBIL
Reports to	DEPUTY HEAD OF MISSION
Creation / Replacement (incl. name)	Replacement
Duration of Handover	15 days
Duration of Mission	12 months

General information on the mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilian victims of marginalization and exclusion, or those hit by natural disasters, wars and economic collapses by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 190 projects a year in the following sectors of intervention: Food Security, Health, Nutrition, Construction and Rehabilitation of infrastructures, Water, Sanitation, Hygiene and Economic Recovery. PUI is providing assistance to around 5 million people in 20 countries across Africa, Asia, the Middle East, Eastern Europe and France.

Following the insurgency of the Islamic State (IS) in large areas of Iraq and Syria, significant population movements were witnessed from densely populated areas / major cities of Anbar, Ninewa and Salah Ah Din amongst other governorates. These displacements created a significant situation of concern as regards the humanitarian situation of the affected populations. There are now 2.2 million IDPs in Iraq, and 450,000 of them are living in Dohuk governorate, Kurdistan Region. Response coordination mechanisms relevant to a Level 3 Emergency have been activated, and the revised Strategic Response Plan published.

Around 33% of IDPs in Kurdistan are now housed in camps, though a significant number remain in inadequate shelters in non-camp situations. Construction of and service provision to camps remains a focus for the humanitarian community, as well as ensuring provision of services and shelter solutions to those living in informal settlements. There are also over 230,000 Syrian refugees in Kurdistan Region of Iraq, which further stretches government resources, in both camp and non-camp settings, and UNHCR remain the coordination body for the response to the Syrian refugee crisis. The context remains volatile, with ongoing clashes with IS around the borders of the Kurdistan Region. A potential coalition offensive against IS-held Mosul in 2015 could cause displacement of a further 1 million people towards Kurdistan

PUI's strategy/position in the country

PUI's presence in Iraq since 1983 has spanned the sectors of Health, WASH, Protection, Shelter, Food Security and Livelihoods, through an integrated approach, in both urban and rural areas. Since 2009 the approach in Baghdad has been to improve access to water and sanitation, agricultural activities and livelihoods, improving social cohesion by also considering host population needs. With UNHCR, PUI are improving living conditions of urban households implementing community quick impact projects and creating job opportunities (training centers and Professional Tool Kits).

In Najaf, PUI currently conducts health and WASH interventions for IDPs living in guesthouses on the Najaf-Kerbala route. In depth assessments of this community have been done and the proposed action will address some of the key problems found in protection, livelihoods and community cohesion, building on PUI's experience in Baghdad through BPRM and UNHCR funded livelihoods and agricultural projects, with strong expertise having been built in vulnerability scoring and selection of beneficiary households.

In November 2013, PUI began providing health and WASH services in 2 Syrian refugee camps in Dohuk. In August 2014 PUI launched an emergency Health, WASH and NFI response to the IDP crisis in Dohuk, both in and outside of camps. In KR-I, PUI are currently working in Gawilan (Syrian refugees), Bardarash and Bajet Kandala camps, as well as implementing health responses for non-camp

populations of IDPs (mobile health teams) and refugees (outreach and educational services).

In South/Central Iraq, PUI's Baghdad projects focus on Livelihoods and Health, and in Najaf on Health (mobile outreach and surveillance/referral team) with a focus on responding to large scale population movements caused primarily by insecurity.

PUI currently has operational bases in Najaf, Baghdad, Bardarash and Dohuk, and a coordination office in Erbil.

History of the mission and current programs

PUI in KRI

PUI has implemented Health programming in Baghdad in the past, before moving towards a Livelihood focused programme in non-emergency years. Following assessments in June and July 2013 in Kurdistan, PUI proposed an integrated Health and WASH two month intervention in Dohuk Governorate, where the needs appeared to be the most relevant and the humanitarian coverage insufficient, especially in most recent camps. Following negotiations, PUI started operating in the Gawilan camp on November 1st 2013 providing a basic package of health services. In addition, determined to avoid a dramatic increase of refugees' pathologies, PUI is currently filling the gaps in the WASH response through an active hygiene and sanitation watch out.

Based on this successful first experience, PUI was chosen as a key partner by the Directorate of Health (DoH) and UNHCR to replicate its integrated strategy in 2014 in Gawilan and subsequently in Domiz 2 and Bajet Kandala camps. In KRI, PUI is working in close collaboration with the DoH of Dohuk, the Development and Modification center (BRHA, the main government body in charge of refugee programmes in Dohuk Governorate), UNHCR and WHO. Following the onset of the IS crisis in 2014, PUI launched an emergency response in both Kurdistan and Baghdad/Najaf with Health, WASH and NFI programming.

PUI in Iraq's Southern governorates

PUI and AMI have worked in Iraq since 1983 and 1997 respectively. After the merger of the two French NGOs, the organization is registered since 2012 with the Iraqi NGO Directorate as PUI Iraq. PUI's main office is located in Baghdad where an experienced team of around 30 Iraqi employees implements all projects with managerial support from the office in Erbil where the coordination team is located (having moved from the Amman office in January 2015). PUI is one of the very few international NGOs registered and operational in Baghdad.

In 2010, PUI developed an integrated multi-sectoral programme called "قريتي بيتي" (my village, my home) to target poor rural villages to help them reduce malnutrition through restarting agricultural production. Besides the agricultural input, this programme emphasizes reconciliation, solidarity and cooperation among villagers with particular focus on the integration of Internal Displaced People (IDP), returnees, female headed-households, and vulnerable groups.

While PUI has focused on forgotten rural areas with little to no stakeholders, the needs in IDP urban settlements in Baghdad are far from fully covered by the GOI or the humanitarian community. In December 2013, PUI conducted an assessment in 5 IDP settlements with the following needs identified by settlement leaders: shelter, sanitation, education, access to the job market, access to health. While there are several actors already working on shelter construction or rehabilitation and WASH, PUI has a clear added value to work on the access to the job market through Professional Tool Kits. In addition, PUI wishes to focus on the most vulnerable households who need immediate income through income generating activities.

Current programmes in South and Central Iraq

PUI's strategy in Central/South Iraq is to maintain presence in Najaf, Baghdad and Karbala in the sectors of Health, WASH and community outreach, through an integrated approach aimed at improving resilience and coping mechanisms of the most vulnerable communities, with a strong underlying theme of improving social cohesion between displaced and host communities by reducing pressure on host communities through integrated assistance and service provision.

Configuration of the Mission

BUDGET FORECAST 2015	\$7,500,000
BASES	5 BASES (ERBIL (COORDINATION ONLY), DOHUK, BARDARASH, BAGHDAD, NAJAF)
NUMBER OF EXPATRIATES	25
NUMBER OF NATIONAL STAFF	220 (approximately)
NUMBER OF CURRENT PROJECTS	10
MAIN PARTNERS	UNHCR, ECHO, MCC, CDCS, OFDA, BPRM, SANOFI, AFD
ACTIVITY SECTORS	Health, WASH, Livelihoods
EXPATRIATE TEAM ON-SITE	Erbil coordination: HoM, DHoM, Log Co, Admin Co, Grants Officer, Medical Coordinator, Programme Co, HR Co, AMEA Manager

Bardarash base: Field Coordinator, 2 Project Managers, Log/Admin Base.
Dohuk base: Field Coordinator, 3 Project Managers, Log Base, Admin Base, Health Technical Advisor, WASH Manager
South Iraq remote cell, Erbil: Central – Southern Iraq (CSI) Coordinator, Project Quality & Implementation Manager

Job Description

Overall objective

The logistics coordinator is responsible of the logistic on the mission . He/she makes sure the necessary resources for carrying out are available and active participates in the mission's security management.
 Under the supervision of the Head of Mission the logistics coordinator is in charge to implement logistics strategy in accordance with PUI procedures in order to provide programs support with optimum level.

Tasks and responsibilities

- ▶ **Security** : He/She assists the Head of Mission with safety management. He/She is directly responsible of the daily, concrete aspects of the mission's safety management.
- ▶ **Security:** He/She assists the Head of Mission on the security management and implement the security plan at the mission level.
- ▶ **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.
- ▶ **Supply:** He/She ensures the supply chain management for the mission and the respect of the PUI procedures and process.
- ▶ **Equipment Fix** : He/She is responsible of the management of computer equipment, tele/radiocommunication equipment and for the mission's energy supply.
- ▶ **Asset:** He/she responsible of the smoothly management of the asset at the mission level from the identification of the need till the final report.
- ▶ **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.
- ▶ **Base coordination** : He/She technically supports the logistics manager in the base with the coordination of the field coordinator.
- ▶ **Representation** : He/She represents the organization amongst partners, authorities and different local actors involved in the logistics and the safety of the mission.
- ▶ **Coordination:** He/She consolidates and communicates logistics information at the heart of the mission to headquarters and also coordinates internal and external logistics reports.

Specific objectives and linked activities

1. IMPLEMENTATION OF SECURITY PLAN

- ▶ He/She helps the Head of Mission to define the mission's security management tools, in collaboration with the base.
- ▶ He/She ensures that general rules and security plans for the mission and the bases are respected
- ▶ He/She ensures training at mission level for both expat and national staff.
- ▶ He/She also monitors these rules and plans and ensures they are update.
- ▶ He/She ensures that the material and personnel resources on-site are sufficiently adapted to the context.
- ▶ He/She participates in collecting information in the PUI's operation areas and communicates these in accordance with the channels defined (ML, BM, +/-others).
- ▶ He/She participates in analyzing the context, alerts and share recommendations to the Head of Mission.
- ▶ He/She communicates, on a regular basis, with the drivers regarding potential risks and behavior to be embraced (regular meetings and training if necessary).
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2. MANAGING THE SUPPLY CHAIN

a. Purchases

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

- ▶ He/She chooses the most adapted mean of transport
- ▶ 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 international shipment and insure the custom clearance process.

c. Stock management

- ▶ 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 applied on the entire mission.
- ▶ He/She ensures that storages are appropriate to the mission's needs and that goods are stored appropriately in terms of location, layout and salubrity.
- ▶ He/She organizes flow, and ensure all the appropriate control.
- ▶ He/She checks stock reports on a monthly basis.

3. MANAGING THE MISSION'S FIXED EQUIPMENT ASSET OR EQUIPMENT: COMPUTER TELECOMMUNICATION 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. FLEET MANAGEMENT

- ▶ He/She defines transport means adapted to the needs of projects 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 ensures compliance with schedules and monitoring tools for the management of fuel and maintenance (log book)

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 and security.

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

Focus on the 3 priority activities relative to the context of the mission

- ▶ Reinforce the supply
- ▶ Local staff training
- ▶ Improve the communication scheme at mission level

Team management

Number of people to manage and their position (expatriate/local staff)

- ▶ Direct management : 1 Supply Chain Manager, 1 Logistics Officer 1 Logistics Assistant
- ▶ Indirect management : 1 Drivers (local)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Bac + 2 to + 5 – in logistics (purchases, transport etc)	Bioforce
PROFESSIONAL EXPERIENCE ▶ Humanitarian ▶ International ▶ Technical	Min. 1 year <i>A fortiori</i> Min. 2 years	▶ Experience in security management ▶ Experience in a similar field
KNOWLEDGE AND SKILLS	▶ Familiarity with stock procedure, car park management, telecommunications etc ▶ Familiarity with the procedures of institutional backers_(OFDA, ECHO, AAP, UN agencies etc)	▶ Mastery of techniques such as communication, energy, electricity and computer technology ▶ Good writing skills
LANGUAGES ▶ French ▶ English ▶ Other (to be specified)	Compulsory	X Arabic – Kurdish Badini
SOFTWARE ▶ Pack Office ▶ Other (to be specified)	X	

Required Personal Characteristics (fitting into the team, suitability for the job and assignment)

- ▶ 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

Other

- ▶ Anticipation – planning and autonomy

Conditions

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Benefits

- ▶ **COST COVERED**: Round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY** : 5 working days at 3 and 9 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months