

### Preliminary job information

<b>Job Title</b>	<b>LOGISTICS COORDINATOR</b>
<b>Country &amp; Base of posting</b>	<b>LEBANON, BEIRUT</b>
<b>Reports to</b>	<b>HEAD OF MISSION</b>
<b>Duration of Handover</b>	<b>2 weeks</b>
<b>Duration of Mission</b>	<b>6 months (to be renewed)</b>

### General information on the mission

#### Context

Première Urgence Internationale (PUI) est une Organisation Non Gouvernementale de solidarité internationale, à but non lucratif, apolitique et laïque. L'ensemble de ses personnels se mobilise au quotidien pour couvrir les besoins fondamentaux des victimes civiles mises en péril, marginalisées ou exclues par les effets de catastrophes naturelles, de guerres et de situations d'effondrement économique. L'objectif est d'aider les populations déracinées dans l'urgence, tout en leur permettant de regagner rapidement autonomie et dignité.

L'Association mène environ 190 projets par an, dans les domaines de la sécurité alimentaire, la santé, la nutrition, la réhabilitation d'infrastructures, l'eau et l'assainissement et la relance économique. PUI intervient en appui à près de 5 millions de personnes dans 20 pays, en Afrique, en Asie, au Moyen-Orient, en Europe de l'Est, et en France.

As the Syrian Crisis is in its sixth year, the number of Syrians seeking refuge in other countries has reached an unprecedented scale. With more than 250,000 people killed, 1.2 million injured and 6.5 million people displaced, there are now 13.5 million vulnerable people inside Syria alone. Over 4.5 million refugees from Syria have fled to neighbouring countries particularly Turkey, Lebanon, Jordan, Iraq and Egypt

After Turkey, Lebanon is the second host country for Syrian refugees with over 1.125 million refugees registered for an overall population of less than 4.5 million (Source: LCRP 2016). Prior to this crisis, Lebanon was already hosting half a million Palestinian refugees; the pressure on the Lebanese government and local population is very high. Although Lebanon remains stable and Lebanese institutions are expected to function again after election of a new president in November 2016, increasing tensions between communities are also expected, in line with the decisions made in 2015 to put a limitation to the registration and movements of refugees.

Due to some concern of infiltration of terrorist groups in Lebanon, in March 2015, the government of Lebanon, through the General Security Directorate, is enforcing entry regularization among refugees entering from Syria. The Lebanese government has also asked the UNHCR to stop the registration process hence new refugees and new born babies cannot be registered anymore either. Since then, it is now much harder for Syrians to enter the country, while those residing in Lebanon are also facing difficulties in renewing their residency or having access to humanitarian aid or public facilities. This situation will cause an increased economic strain on the families, although the ban on work has been left (for occupations related to construction, agriculture and maintenance only) in 2016.

As the Syrian crisis is now protracted, with unprecedented number of civilians affected by the constant violation of the Humanitarian laws, there is little perspective for the refugees to return to their home country. The Syria Crisis Response Conference which took place in London in 2016 clearly intends to address the humanitarian needs of this protracted crisis, by setting up consistent multi years response tackling current issues, considering the evolution of needs and the necessity to provide the refugees from Syria with some perspectives and ensuring the social stability in Lebanon. The spill over of the Syrian crisis into Lebanon compounded pre-existing vulnerabilities among the Lebanese society, especially in areas where the level of social infrastructures is not developed or strong enough to cope with.

First challenge is the reduction of the aid available to tackle basic needs: in 2015 and first semester of 2016, only 56% of the funding requested were allocated to the humanitarian response to the Syrian Crisis in Lebanon.

This led to decrease in basic assistance provided to the refugees, and therefore to an escalation in negative coping mechanisms of most vulnerable households, (such as begging, child labour, child marriages, sexual services for food/accommodation, limitation of movements due to transportation costs, etc.).

What is more, if (un)conditional cash assistance is the main relevant way to respond most basic needs of registered poorest refugee families, level of indebtedness is a key factor for explanation of vulnerability in the long lasting crisis, and needs to be monitored constantly. As weather conditions are also very harsh in the winter, access to proper shelter conditions is a main priority as well. Most vulnerable Syrian refugees are mainly settled in small shelter units (SSU), collective shelters (CS) or informal settlements (IS).

London Syrian Crisis Conference focuses as well on the education and health services provision, which need to be upgraded in terms of quality and provided in a more sustainable way, as no return to Syria is realistic in the next upcoming years. According to the 2015 Vulnerability Assessment of Syrian Refugees (VASyR), 27% of households among the Syrian displaced population count at least one member with a specific need: chronic disease (13%), permanent disability (3%), temporary disability or another issue. 70% of displaced

households reported a child needing care in the month prior to the survey.

Refugee populations have in many cases settled in areas inhabited by impoverished and vulnerable Lebanese communities further stretching limited or non-existent sources of income and public services at the local level, and especially in poorest areas.

#### PUI's strategy/position in the country

Present in the country since 1996, PUI has a long experience in assisting conflict affected populations in the South. Since 2012, PUI has been actively involved in the Lebanon emergency response to the Syrian crisis with presence in the North (Akkar), Mount Lebanon and South (Saida) of Lebanon.

In 2017-2018, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis, through 2 programmes orientations :

- **Humanitarian Assistance Programme:** to provide a protection-based humanitarian material assistance and services for the most vulnerable refugees and host communities affected by the Syrian crisis, based on the targeting system and relevant vulnerabilities monitoring. .
- **Resilience Programme:** to develop and strengthen access to social and community infrastructures (schools, health facilities) and support household-level economic survival and well-being with regards to specific poor and vulnerable groups.

#### History of the mission and current programs

Present in the Middle East since 1983, PUI is currently operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen. While activities may vary according to contexts, each country mission has developed a holistic multi-sectoral approach that addresses the particular needs of the population.

PUI has been present in Lebanon since 1996, when it launched an emergency response operation following the Lebanese-Israeli conflict and has since maintained a significant commitment to the country. As of 2001, a permanent presence was established in Lebanon with a diverse panel of activities ranging from emergency response to recovery and reconstruction. During the last fifteen years, PUI has tackled the needs emerging from conflicts (2001, 2006 and 2007), protracted humanitarian crisis (Palestinian Refugees camps) and chronic underdevelopment (in the South and the North of Lebanon). Since the outbreak of the Syrian crisis in April 2011, and in order to provide life-saving assistance to the most vulnerable conflict-affected population, PUI has developed a response to the refugee crisis.

A multi-sectorial portfolio of activities (Psychosocial, Education, Health, WASH, Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management - Protection) is addressing refugee and host population vulnerabilities by facilitating individuals and communities to achieve respect for rights in safety and dignity. PUI is also seeking more sustainable and cost-efficient modalities of implementation, mainly by building partnerships with local organisations and existing public entities which will contribute to bridge the humanitarian assistance delivered to refugees with specific community support projects to strengthen the social cohesion between communities

#### Configuration of the Mission

BUDGET FORECAST 2017	10.000.000 EUROS
BASES	BEIRUT (COORDINATION AND OPERATIONAL), SOUTH (SAIDA), NORTH/AKKAR (HALBA)
NUMBER OF EXPATRIATES	13
NUMBER OF NATIONAL STAFF	150
NUMBER OF CURRENT PROJECTS	8
MAIN PARTNERS	BPRM, AFD, UNICEF, EUROPEAN UNIONDELEGATION, UNHCR, WFP, OCHA
ACTIVITY SECTORS	Food Security, Infrastructure, Shelter Rehabilitation and IS/CS Management Health, Psychosocial, Education, WASH, - Protection
EXPATRIATE TEAM ON-SITE (COORDINATION TEAM)	Head of mission, Deputy HOM for programs, Health Co, Shelter & Infra Co, MEAL Co, HR Co, Grants officer

## Job Description

#### Overall 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.

#### Tasks and responsibilities

- ▶ **Coordination:** He/She consolidates and communicates logistics information at mission level (Coordination + bases + coordination with other programs and support department), and to headquarters / He also develops relationship with other humanitarian organizations logistics department.
- ▶ **Procurement/ Supplies :** He/She coordinates supplies and deliveries for projects and for the bases. He/She guarantees that PU-AMI'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.
- ▶ **Car park** : He/She is responsible of the management of the car park (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.
- ▶ **Safety** : 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.

#### **Specific objectives and linked activities**

##### **1. MANAGING THE SUPPLY CHAIN / PROCUREMENT**

###### **a. Purchases**

- ▶ He/ she is responsible for the design and implementation of the procurement plans for each project.
- ▶ He/ She is responsible for the follow up of the procurement files, and update about the monitoring tool (Procurement Follow up)
- ▶ 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 PU-AMI.
- ▶ 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.
- ▶ He/ she provides an analysis (lessons learnt) about ongoing and passed procurement process, identifies margin for improvement and proposes relevant measures for optimization of procurement processes.
- ▶ He/ She ensures the largest sourcing area and the largest competition in between suppliers in order to get the best value for money by conducting a call for expression of interest and then create a pool of supplier
- ▶ He/ She implement relevant indicators in order to monitor and improve supply chain efficiency

###### **b. Stocking**

- ▶ He/She guarantees the management and monitoring of the mission's stock, according to the PU-AMI'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 salubriousness.
- ▶ 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.

###### **c. 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.

##### **2. ENSURING THE CIRCULATION OF INFORMATION, CO-ORDINATION AND REPRESENTATION ON LOGISTICS ISSUES**

- ▶ He/She ensures that logistics information is effectively circulating between teams on the field, the capital and headquarters by writing down detailed flow chart for each kind of action handled by Logistic Department, in accordance with HQ standards and process.
- ▶ He/She writes or participates in writing internal reports for everything concerning the logistics of the mission (Monthly Logistic report).
- ▶ 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 PU-AMI 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

##### **3. 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.
- ▶ In close coordination with the Field Cos, He /She provides support to field teams in terms definition of logistic action plans per base and staffs, organization of the tasks..
- ▶ He / She makes sure that procedures and SoPs are implemented at base level

#### **4. 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 PU-AMI.
- ▶ He builds training and capacity building plans for the logistic staffs of the mission
- ▶ 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 as well as with logistic assessment done with HQ referent

#### **5. 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.

#### **6. MANAGING THE MISSION'S CAR PARK**

- ▶ 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.

#### **7. ENSURING THE SECURITY OF GOODS AND PEOPLE**

- ▶ He/She helps the Head of Mission to define the mission's safety management tools, in collaboration with the base managers concerned.
- ▶ He/She ensures that general rules and safety plans for the mission and for the bases are put in place and respected and makes sure everyone (expatriate and local) is familiar with and understands the general rules and safety plans. 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 level of safety which is judged to be optimal in the bases and among the teams in the field.
- ▶ He/She participates in collecting safety information in the PU-AMI's operation areas and communicates these in accordance with the channels defined (ML, BM, +/-others).
- ▶ He/She participates in analyzing the mission's safety circumstances and conditions, alerts and issues recommendations to the Head of Mission concerning potential changes relating to risks as well as measures to be put in place.
- ▶ He/She communicates, on a regular basis, with the guards and the drivers concerning accidents, risks and behavior to be embraced (regular meetings and training if necessary).
- ▶ He/She evaluates the security conditions in the PU-AMI's operation areas and outside, according to planned operational development leads.

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

- ▶ Ensuring proper follow up of the procurement files in smooth coordination with the field and programmes teams
- ▶ Providing analysis about the the prices and market catalogus

#### **Team management**

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

- ▶ Direct management : 2 : National Log Officer + Head of Drivers
- ▶ Indirect management : 4: Drivers
- ▶ Functionnal Link: 3 Logistics Base Managers

Required Profile		
Required knowledge and skills		
<b>TRAINING</b>	<b>REQUIRED</b>	<b>DESIRABLE</b>
<b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul> <p>Min. 1 year at a logistics coordination position Experience in multicultural contexts</p>	<ul style="list-style-type: none"> <li>▶ Experience in security management</li> <li>▶ Experience in PUI</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Familiarity with stock procedure, car park management, telecommunications etc</li> <li>▶ Familiarity with the procedures of institutional backers_(OFDA, ECHO, AAP, UN agencies etc)</li> <li>▶ Team Management</li> </ul>	<ul style="list-style-type: none"> <li>▶ Mastery of techniques such as communication, energy, electricity and computer technology</li> <li>▶ Good writing skills</li> </ul>
<b>LANGUAGES</b>	X	<ul style="list-style-type: none"> <li>X</li> <li>X</li> </ul>
<b>SOFTWARE</b>	X	
<b>Required Personal Characteristics (fitting into the team, suitability for the job and assignment)</b>		
<ul style="list-style-type: none"> <li>▶ Organization and priority management</li> <li>▶ Leadership: capacity to build and implement capacity building plans to log staffs</li> <li>▶ Independence, an ability to take the initiative and a sense of responsibility</li> <li>▶ Good resistance to stress</li> <li>▶ Sense of diplomacy and negotiation</li> <li>▶ Good analysis and discernment capacities</li> <li>▶ Adaptability to changing priorities</li> <li>▶ Pragmatism, objectivity and an ability to take a step back and analyze</li> <li>▶ Ability to make suggestions</li> <li>▶ Sense of involvement</li> <li>▶ Trustworthiness and rigor</li> </ul>		
Conditions		
<b>Status</b>		
<ul style="list-style-type: none"> <li>▶ <b>EMPLOYED</b> with a Fixed-Term Contract</li> </ul>		
<b>Salary package</b>		
<ul style="list-style-type: none"> <li>▶ <b>MONTHLY GROSS INCOME:</b> from 2 200 Euros up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI</li> </ul>		
<b>Expenses covered</b>		
<ul style="list-style-type: none"> <li>▶ <b>COST COVERED:</b> Round-trip transportation to and from home / mission, visas, vaccines...</li> <li>▶ <b>INSURANCE</b> including medical coverage and complementary healthcare, 24/24 assistance and repatriation</li> <li>▶ <b>HOUSING</b> in collective accommodation</li> <li>▶ <b>DAILY LIVING EXPENSES</b> (« Per diem »)</li> <li>▶ <b>BREAK POLICY</b> : 5 working days at 3 and 9 months + break allowance</li> <li>▶ <b>PAID LEAVES POLICY</b> : 5 weeks of paid leaves per year + return ticket every 6 months</li> </ul>		