

Preliminary Job Information

Job Title	LOGISTICS COORDINATOR
Country & Base of posting	LIBYA BASED IN TUNIS (TUNISIA)
Reports to	HEAD OF MISSION
Creation/Replacement	Creation
Duration of Mission	6 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 civilians' victims of marginalization and exclusion, or 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 by 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 – in Africa, Asia, Middle East, Eastern Europe and France.

Crisis context

Libya's political transition has been disrupted by armed non-state groups and threatened by the indecision and infighting of interim leaders. After an armed uprising ended the 40-plus year rule of Muammar al Qadhafi in late 2011, interim authorities proved unable to form a stable government, address pressing security issues, reshape the country's public finances, or create a viable framework for postconflict justice and reconciliation.

In 2016, continued political instability and ongoing armed conflict in Libya has led to deteriorating living conditions and reduced access to essential services for a significant part of the country. Internally Displaced Persons (IDPs) remain one of the most vulnerable population groups as they seek out temporary shelter and scarce livelihood opportunities in urban centres, many without access to basic services. The power vacuum that gave way to the rise of armed groups in Libya, and the ongoing violence has caused thousands more Libyans to flee their homes in search of protection and assistance. In February 2016, while the political situation in Libya remains tumultuous, new patterns of displacement are occurring, with a growing trend of return reported in the East.

Over 435 000 people in Libya have been forcibly displaced, almost doubling the number reported in 2014. Humanitarian organizations face serious difficulties to reach communities and vulnerable IDP families affected by the ongoing violence in the country.

Health and protection needs of the affected population stand out in terms of scope, scale and severity. This is the result of major shortages of essential medicines and a debilitated primary healthcare system, which have led to an increase in serious illnesses and disease. The conflict has restricted access to basic services, led to forced displacement and impacted people's safety and security. The displaced are the most vulnerable due to limited coping capacity and loss of assets, particularly displaced women, children, the elderly and those with low economic means. Refugees, asylum-seekers and migrants are also considered some of the most vulnerable, due to their exposed risk to discrimination and exploitation based on their status. According to OCHA, the most severe needs in terms of geographic areas are those of affected people in the east and south of the country.

The worsening economic situation and political crises have exacerbated the vulnerability of the people in Libya, where the main source of household income remains salaries from the state. In the preliminary findings of the MSNA conducted by UN agencies, 71 per cent of households reported that their incomes have either remained the same or decreased. Given the protracted nature of the current crisis, the primary objective is to improve resilience of affected communities. This entails building capacity at national and local levels to generate the evidence base needed to monitor the impacts of crisis, to plan key interventions as needed to address humanitarian and early recovery priorities, and to support the recovery of local economies and rehabilitation of critical damaged infrastructures and public services.

The Libya Humanitarian Needs Overview (HNO) is based on a number of needs assessments conducted in 2016, including the UN interagency Multi-Sector Needs Assessment (MSNA), sector needs and gap analysis based on information from ongoing humanitarian operations in Libya and available secondary sources. In areas where conflict and insecurity impeded access to affected people, there are some significant gaps in information in terms of the scale and scope of humanitarian needs. There are also information gaps for some of the sectors, especially where national information collection and reporting systems are weak, such as for protection. (OCHA)

Due to the security context, the majority of the humanitarian intervention in Libya are being managed remotely from Tunis.

Première Urgence Internationale positioning

In light with the humanitarian situation described above, Première Urgence Internationale is preparing an first intervention in Libya, focusing in Benghazi area, in partnership with a local NGO, Libyan Psychological Association (LAPS), on health activities. This intervention should also include a partnership with LibAid, a Libyan organization in charge on the humanitarian intervention. This project would be the first intervention of PUI in the country and would ensure the opening of PUI mission in Libya. Following several exploratory mission and results of an MHPSS assessment conducted by LAPS, PUI is launching a health intervention in Benghazi which aims to improve access to quality healthcare for population affected by the ongoing conflict in Benghazi and its surroundings. The main objective is the reduction of morbidity and mortality among conflict affected populations in Libya.

The project aims at providing an emergency response to the accurate needs for primary health care services in Eastern region of Libya. Targeted as a priority for the humanitarian community by the latest HRP designed in October, the health system has completely collapsed in Libya. This project aims at :

- improve access to primary health care through mobile health care clinics, including mental health and psychosocial support interventions, information and guidance on local services, including referral where necessary,
- support to improve personal health care behaviors for existing displaced populations by reinforcement of community prevention, information and communication
- Improve emergency response to new large scale displacement by supporting the creation and the strengthening of an early warning system to develop coordination and cooperation with local actors and relevant authorities to ensure a timely comprehensive response in case of population displacement.

This intervention has been designed thanks to the conduction of a workshop with both LibAid and LAPS that has been organized in Tunis from 13th to 14th of October 2016.

Due to the security situation, as most of the intervention, this program should be managed remotely from Tunis with potential visit in Libya depending on security clearance. Following the evolution of the context, the remote management could be reduced. Due to this context, a priority should be given to the recruitment and the training of the national staff who would implement the project in the field.

Configuration of the mission

BUDGET FORECAST 2017	1 250 000 €
BASES	TUNIS & BENGHAZI
NUMBER OF EXPATRIATES	4
NUMBER OF NATIONAL STAFF	20
NUMBER OF CURRENT PROJECTS	2
MAIN PARTNERS	ECHO, CDCS
ACTIVITY SECTORS	Health and Psychosocial support
EXPATRIATE TEAM ON-SITE	Head of mission, Medical coordinator, Admin / Fin coordinator and logistics coordinator

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

- ▶ **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.
- ▶ **Supplies:** He/She coordinates supplies and deliveries, ensuring that supply chain is reaching projects' and bases' needs through indicators. 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.
- ▶ **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 including monitoring according to PUI standards
- ▶ **Fleet:** He/She is responsible for the management of the car park (availability, safety, maintenance, monitoring through log book 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 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).

2. MANAGING THE SUPPLY CHAIN

a. Purchases

- ▶ He/She guarantees that purchase procedures are respected in the field, the capital, from the direct purchase to the international call for offers and supervises the purchasing process for the whole of the mission. He/She makes sure that logistic teams work in close collaboration with program teams and ensure a smooth and efficient supply chain
- ▶ He/She ensures that contracts signed are adequate in terms of effectiveness and protection of 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 catalogue for the mission's operation areas thanks to the conduction of a Call for Expression of Interest
- ▶ He/She ensures that purchase files are correctly archived.

b. Shipment

- ▶ He/She makes sure that the mode of transport and the packaging of the merchandise are well chosen by purchase officer and stock manager in order to ensure delivery at the right place, in the right condition, at the right moment.
- ▶ He/She supervise logistic teams on the field and ensure that the shipment and delivery of materials are planned and followed, 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 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.

d. Monitoring

- She/he ensure that monitoring tools are used, updated regularly, correctly filled and sent to HQ on monthly bases**
She/he implement indicators of delays and compliance with requests for a global follow up of supply chain efficiency

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.

▶ **FLEET MANAGEMENT**

- ▶ 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.

4. 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.

5. 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 participates in writing project's proposals by assessing logistic feasibility of planned activities, pricing cost of direct aid, defining a supply strategy, defining support needs and drafting procurement plans
- ▶ 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.
- ▶ In terms of administration work, he/she will be specifically in charge of the registration and the representation towards legal authorities to ensure the launching of activities (Ministries of Work, importation process, Ministry of Health...) under the supervision of the Head of Mission.

6. 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, dispatch logistics tasks optimally for each staff through a weekly planning
- ▶ 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
- ▶ Due to the specific mission in Libya, the logistic manager will be in charge of the launching of the recruitment process for the national team in Libya, under the direct supervision of the head of mission and with the close collaboration of the other members of the team.

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

- ▶ **Training of national staff:** a specific attention should be given to the continuous training of national staff, especially for the deputy head of mission and the logistic officer. The team shall evolve in the coming weeks with the recruitment of a log manager
- ▶ **Importation and management of medical materials and drugs for the mobile clinic:** for the implementation of the program, good knowledge on importation of goods and elaboration of monitoring tools would be an asset and the priority will be to work with the team for the smooth supply process of the required equipment for the mission

- ▶ **Structuration of the mission:** continuous elaboration of process and protocols to ensure the good structuration of the mission and their good implementation in Libya.

Team management

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

- ▶ Direct management: 0 national staff
- ▶ Indirect management: 1 logistic officer (directly supervised by Deputy Head of Mission)

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Logistics management Bac + 2 to + 5 – in logistics (purchases, transport etc)	Project management Administrative Management
PROFESSIONAL EXPERIENCE	X	<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, car park management, telecommunications etc ▶ Familiarity with the procedures of institutional backers_(OFDA, ECHO, AAP, UN agencies etc) 	<ul style="list-style-type: none"> ▶ Mastery of techniques such as communication, energy, electricity and computer technology ▶ Good writing skills
LANGUAGES	X	X Arabic
SOFTWARE	X (Excel compulsory)	

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

- ▶ Good stress management
- ▶ Resistance to pressure
- ▶ Analytical capability
- ▶ Organized and methodical
- ▶ Reliable
- ▶ Strong sense of responsibilities
- ▶ Strong listening and empathy skills
- ▶ Ability to adapt, manage priorities and be pragmatic
- ▶ Diplomatic and with a sense of negotiation
- ▶ Good communication skills
- ▶ Honesty and rigor

Conditions

Status

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

Salary package

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

Costs covered

- ▶ **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
- ▶ **PAID LEAVE POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months