

Preliminary information on the position

The job title	LOGISTICS COORDINATOR
Country & home base	JORDAN
Hierarchical connection	HEAD OF MISSION
Creation / replacement	Creation
Duration of procurement	N/A
Duration of the mission	1 month

General information about 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.

As of July 2016, Jordan is the country hosting the third largest number of Syrian refugees with 657,433 registered with UNHCR. In Jordan, the first response to the needs of the refugees was carried out by the host communities alongside Jordan civil society and charity organizations. However, the constant influx of people put significant strains on the already weak economic situation of the Jordanian population in the areas of refuge, with around 79% of the refugees living outside of camps.

Refugees struggle to meet their basic needs, relying on dwindling savings, growing loans, humanitarian assistance and resorting to negative coping mechanisms. 2/3 of the Syrian refugees live below the poverty line, with rent being their major expenditure.

Addressing fundamental needs of the most vulnerable refugees and restoring dignity is a priority to be achieved through improved access to health for most vulnerable groups, psycho-social support for the most affected population, proposing alternative education for children out of school, improve living conditions for households and supporting access to legal documentation (and thus to services).

With the conflict in Syria being nowhere near a political solution, refugees and host communities will continue to co-exist and while tensions are raising in the communities, it is paramount to empower the communities to bounce back ensuring i) social cohesion, ii) development of sustainable economic opportunities and iii) support to public services.

Positioning / strategy of PUI -in the country

Since 2013, PUI has been responding to the needs of most vulnerable populations affected by the Syria crisis in host communities. Through a community-based approach, the objectives of PUI in Jordan are the following:

- Provide emergency/life-saving cash assistance to the most vulnerable population to meet their basic needs	
- Improve access to services for most vulnerable populations in host communities	
Configuration of the mission	
BUDGET 2017	3 M EUR
BASES	COORDINATION OFFICE
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL EMPLOYEES	35
NUMBER OF ONGOING PROJECTS	5
MAIN PARTNERS	AFD, ECHO, OCHA
AREAS OF ACTIVITIES	Cash Assistance & Protection, Health, Education & Livelihoods
EXPATRIATE TEAM IN PLACE	Head of mission; Admin & finance coordinator; Protection Coordinator; Community project manager; Deputy HOM, logistics coordinator (temporary position)

The job description

Overall goal

Under the direct responsibility of the Head of Mission, the Logistics coordinator participates in the functioning of the logistics department in order to ensure a smooth supply chain as well as the recruitment and the training of the future national Logistic Manager.

Responsibilities and areas of action

- ▶ **Recruitment and training** : She/he is in charge of the recruitment of the future national Logistics Manager and her/his training to PUI's logistics' procedures and tools
- ▶ **Supplies**: He/she participates in the elaboration of procurement plan (purchase, transport, storage) of projects, in connection with the various involved stakeholders. She/he ensure a smooth and effective supply chain during her/his mission
- ▶ **Internal audit and archiving**: He/she participates in the control of records of purchases and ensure their compliance with PUI's and donor's procedures, as well as their appropriate classification.
- ▶ **Organization of log department**: She /He is responsible for dispatching logistic tasks in between different logistics' team members and formalizing it through Log HR tools

Specific objectives and associated activities

1. INTERNAL AUDIT AND ARCHIVING

- ▶ He / She participates in the preparation of audit.
- ▶ He / She controls the records of purchases in accordance with procurement plans.
- ▶ He / She is in relation to Headquarters for mailings of documents and technical advice.
- ▶ He / She checks mission's functioning and respect of the procedures and proposes solutions for improvement.
- ▶ He / She implements the filing/archiving procedure and ensure that it is followed.
- ▶ He / She identifies suppliers to arrange freight for archives to Headquarters.

2. SUPPLIES

- ▶ She / He ensures the purchase and deliveries of project's and mission's needs according to PUI's logistic procedures
- ▶ She / He is responsible for drafting, in coordination with Program Manager and Finance Manager, a procurement plan for each project and send it to HQ for approval
- ▶ She / He is responsible for filling procurement reporting tools and send it to HQ

3. RECRUITMENT AND TRAINING

- ▶ She / He is responsible for finalizing the recruitment of the future Logistic Manager, including CVs selection, test correction and final interview for final selection
- ▶ She / He is responsible for training the future Logistic Manager on every aspects of her / his job description, including supplies, stock and assets management, fleet of vehicle management, IT management, soft and hard archiving process, communication, facilities and security management.
- ▶ She / He participates in the training for the logistics teams on procurement procedures, stock and assets management, fleet of vehicles management.

Profile

Knowledge and know-how

	ESSENTIAL	APPRECIATED
TRAINING <ul style="list-style-type: none"> ▶ Minimum Bac + 2 or any other equivalent diploma ▶ Logistics 	 X X	Bioforce
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Experience of at least two (02) years in a similar position in the humanitarian sector 	X	
KNOWLEDGE & SKILLS <ul style="list-style-type: none"> ▶ Team management ▶ Conflict management ▶ Knowledge of Admin and Log procedures ▶ Respect for safety rules 	 X X X	
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English 	X	

COMPUTER <ul style="list-style-type: none"> ▶ Pack Office ▶ Other (specify) 	X	
OTHER <ul style="list-style-type: none"> ▶ Clean driving license ▶ Practice driving 	X X	

Personal characteristics expected (integration into the team, adequacy to the station and mission)

- ▶ Autonomy, taken of relevant initiative and sense of responsibility
- ▶ **Good resistance to the stress**
- ▶ Diplomacy, negotiations and open-mindedness
- ▶ Good capacity analysis and discernment
- ▶ **Organization and management of priorities**
- ▶ Adaptability based on changing priorities
- ▶ Objectivity, pragmatism and step back
- ▶ Strength of proposals, search for solutions
- ▶ **Sense of commitment**
- ▶ **Reliability and rigour**
- ▶ Ability to delegate and supervise the work of a multidisciplinary team

Proposed terms

Status

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

Compensation

MONTHLY GROSS INCOME: from 2 200 Euros 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
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months