# JOB DESCRIPTION

| Preliminary job information | |
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| **Job Title** | **LOGISTICS COORDINATOR** |
| **Country & Base of posting** | AFGHANISTAN, KABUL |
| **Reports to** | Head of Mission |
| **Creation/Replacement** | Replacement |
| **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.

Afghan mission is the oldest PUI mission, with first medical intervention launched in 1980 just after the Soviet Invasion. Since then, the country has mostly been in conflict, with both national armed groups and international forces, causing mass casualties and massive movements of population, within or out of the countries: out of the 30 million in country population, 805.000 are registered as IDPs. 272.000 since January 2015, 3.703.000 Afghan refugees are registered in foreign countries (UNHCR, 2015).

The achievements realized by the international community following the post-2001 intervention are now endangered by the expansion of conflict and violence and fragile governance. With the armed opposition slowly expanding its area of influence the number of civilian casualties reaches new high every year. Despite continuous extended military, financial and political support, the still fragile Government of Afghanistan struggle to impose its vision of development.

Economic stagnation, unemployment and increased pressure on the delivery of services due to high rates of internal displacement and return are pushing many Afghans to risk their lives fleeing to Europe, as they see no future in Afghanistan; In this scenario, with elevated pressure on aid actors, attacks have not spared the humanitarian community: only earlier in 2017 workers from humanitarian organizations had been killed and kidnapped in several parties of the country, jeopardizing the capacity to deliver to the most in need in remote areas. There is then an humanitarian crises looming as actors are overstretched and resources oriented to other crises and access on field is jeopardized by conflict and presence of armed opposition groups. The humanitarian caseload is increasing on a yearly basis and this requires high organizational capacity to deliver aid in such a complex environment.

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

PUI strategy is to address the fundamental needs of the Afghan population in respect with all humanitarian principles. Indeed, Neutrality and impartiality are key principles to respect in order to enable humanitarian access to the affected populations.
PUI has a strong health expertise in the country that can be used as an entry point to implement an integrated approach to support the population to regain their most basic needs and also to their self-sufficiency. Indeed, such problems as malnutrition and undernutrition request a multi sectoral and comprehensive response in order to decrease the prevalence of the phenomenon.

In parallel to a long effort in the reconstruction and consolidation of the health system with BPHS/EPHS systems, in recent years PUI initiated a more tailored emergency response to the different needs of the civilian population.
Since the beginning of 2013, interventions started on emergency preparedness and medical interventions for conflict-affected populations. With constant increasing of civilian casualties during from January 2014 to June 2015 (4.900 registered during the first 2015 semester), it is indeed crucial to have health staff prepared and equipped for mass casualties, and also to implement responses to population displacements.
From end of 2016 a larger multi-sector emergency response approach has been put in place, following a surge in return from Pakistan. Interventions in WASH and NFI have been initiated in the Eastern Region specifically, with the aim to develop such capacity at national level as well and expand similar activities to other areas where needs are present.

Following years of development efforts, and the strengthening of the health system; there is now the need to return to more sustained humanitarian emergency interventions following the recent IDP and returnees crises, with the need to deliver integrated multi-sector interventions.

## History of the mission and current programs

Prior to the Première Urgence - Aide Médicale Internationale (PUI) merger, AMI had been present among local populations in Afghanistan since 1980 for health programs. Currently, the organization is running the following programs:

**BPHS/EPHS Project:**
Since 2003, PUI has been implementing the Basic Package of Health Services (BPHS) and the Essential Package of Health Services (EPHS) in collaboration with the Afghan Ministry of Public Health, in different provinces. Currently, PUI implements the BPHS and EPHS in Kunar running in total 49 health facilities and 1 Provincial hospital, and employing more than 700 health and support staff.

**Emergency life-saving intervention in Kunar and Nangahrar provinces:**
This program funded by ECHO started in May 2013. Preparing for a possible escalation of the conflict in the province, senior medical staff are trained on emergency medical care and will replicate the trainings to the staff of the BPHS health facilities. Specific operational plans with definition of early warning systems are developed. With the evolution of the context PUI is scaling-up its emergency activities in Nangarhar as well, extending the successful interventions in Kunar and with additional tailored activities in assistance to IDPs. The partnership with ECHO has been recently extended until end of March 2017.
Although Afghanistan has been almost continuously at war for the last 3 decades (exception of the Taliban Regime 1995-2001) with high trauma caseload and indiscriminate targeting between civilians and fighters, Psychosocial First Aid is very little developed.
This can be explained by the overall destruction of the Health system after soviet invasion, and the many challenges linked with the rebuilding enterprise throughout BPHS and EPHS services. Linked with continuous fights in the areas and increasing pressure from AOGs on strategic axis and locations, trauma caseload has been increasing as well.

Parallel to the medical response developed at community or health facility level, PUI has been developing, first as a pilot project, provision of Psycho-social First Aid as integrated to the trauma care services.

**Provision of life-saving healthcare and multi-sector assistance for returnees – CHF/UNOCHA (Nangarhar):**
Following a surge in returns from Pakistan at the end of 2015 (120'000 returnees, both documented and undocumented from July to October 2016) Nangarhar province experience an emergency to assist such a huge caseload of vulnerable population. Following a number of coordinated assessments PUI developed and is implementing a tailored integrated response to assist the returnee population with emergency and transitional assistance. 4 Mobile Clinics are delivering primary healthcare in areas of high return, where health facilities are overloaded. Additionally a distribution of hygiene kits and NFI kits is ongoing to assist returnees households settle in Nangarhar in a dignified manner, reducing risks of epidemics and the impact of the harsh Afghan winter on the health profile of the population.

**Nutrition programme in Kunar province:**

While Chronic Malnutrition is a major health public issue at the national level (55% of the young children suffering from stunting according to latest National Nutritional survey in 2013), Global Acute Malnutrition also is a major challenge for health stakeholders. PUI then receives the support of the World Food Program, for the distribution of food in the network of health facilities in Kunar.

## Configuration of the Mission

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| BUDGET FORECAST 2017 | **6,5 MILLION EUROS** |
| BASES | **KABUL, ASADABAD (KUNAR), JALALABAD (NANGHAHAR)** |
| NUMBER OF EXPATRIATES | 11 |
| NUMBER OF NATIONAL STAFF | 840 (with MoPH staff) |
| NUMBER OF CURRENT PROJECTS | 6 |
| MAIN PARTNERS | MOPH of Afghanistan, ECHO, CHF, WFP |
| ACTIVITY SECTORS | Health, Nutrition, WASH, NFI |
| EXPATRIATE TEAM ON-SITE | 1 HoM – 1 Emergency Coordinator - 1 Finance & Administrative Coordinator –1 Logistic Coordinator – 1 Field Coordinator - 1 Base Logistician - 1 Grants Officer – 1 Pharmacist – 1 Medical Coordinator - 1 PFA Advisor- 1 Technical Referent Emergency Health |

# Job Description

## Overall objective

The Logistics Coordinator is responsible for the overall logistics strategy of the mission and for the management and efficient implementation of all policies and procedures here.

## Tasks and responsibilities

- **Supply Chain**: Coordinates supplies and deliveries for projects and for the bases. Guarantee that PUI's procedures and logistical tools are in place and are respected.
- **Logistic management:** Manage all other logistics responsibilities i.e. Properties, Fleet, Stock, Assets, ICT, Contracts.
- **Coordination:** Consolidate and communicates logistics information to Coordination Team, Field Teams and HQ.
- **Logistics Strategy:** continually revise and lead on strategy for logistics together with HQ and Coordination Team support.
- **Team management**: Responsible for the definition of the Logistic department staff set up, and preparation of job description. Responsible for the line management of specified logistics staff in accordance with HR policies and procedures, including recruitment and performance management.

## Specific objectives and linked activities

### 1. ENSURING SUPPLY CHAIN FOLLOW-UP

- Supervise the purchase process of the mission (coordination and programmes) and ensure that internal and donors procedures are respected as well as comply to available budgets.
- Ensure programme goods delivery on intervention sites within scheduled time frame, planning adequate storage and reliable transport.
- Ensure appropriate strategy in place for supply chain including procurement plans, framework agreements and monitoring BFUs

### 2. ENSURING LOGISTIC FOLLOW-UP

- Ensure that all bases (office and GH) are managed to work to allow staff to live and work in secure environment
- Manage the fleet and follow up of vehicles, generators, rental contracts and fuel management
- Control adequate storage of goods and equipment and update inventories.
- Record and follow up asset management.
- Manage and supervise construction projects in field sites.
- Capacity building for national logistics staff to implement and follow-up procedures.

### 3. COORDINATION AND REPRESENTATION ON LOGISTICS ISSUES

- Ensure that logistics information is effectively circulated to coordination team, field teams and HQ.
- Writing and contributing to internal reports for everything concerning the logistics of the mission.
- Ensure logistics coordination at the mission level by regularly visiting bases, checks, monitoring, training etc.
- Represent the PUI among authorities for any questions concerning logistics order (construction, customs etc).
- Externally, maintains relationships with partners, especially concerning NGOs for any question relating to logistics.
- Coordinate with Field Logisticians regards their priorities and working practices and liaise with Project Managers regards there project priorities and needs.

### 4. GENERAL STRATEGY AND TEAM MANAGEMENT

- Produce a Draft of logistic mission assessment every six months.
- Prepare JDs and action plans for the organizational setting and ensure logistics staff fulfill their responsibilities.
- Review of staffing requirements, implement HR procedures and ensure staff appraisals take place.
- Identify training requirements for staff and implement through external/ internal sources.
- Participate in the financial and administrative management of his/her area of work. Provide forecasts for finance department and ensure logistics budget spent wisely and timely.
- Preparation of logistics department for audits in regards to procurement, assets and all other areas.

### 5. CONTRIBUTING TO ENSURE COUNTRY SECURITY MANAGEMENT PLAN

- Analyze security context and conditions for the mission. Issue alerts and recommendations to the Head of Mission about possible changes regarding risks and measures to be implemented.
- Assist and advice the Head of Mission/ Field Coordinators in defining security management tools for the mission.
- Implement and monitor general rules and plans for mission security and bases and ensure that these are understood and respected by staff.
- Attend meetings and coordination with external security agencies i.e. INSO, French Embassy, UNDSS, NDS Compiles reliable information on PUI's intervention areas and disseminates the information through defined channels.
- Manage expatriates arrivals into country and briefings, plan and organize staff trips to the field.
- Organize appropriate meetings and trainings for all staff and especially support staff i.e. drivers/ guards.
- Keep updated Base Security Plans i.e. Risk assessment, Standard Operation Procedures (SOPs), Contingency Plan are all in place and regularly reviewed.
- Ensure properties (office/ GH) are secured and equipped (safe room etc.), vehicles and communications equipment all in place and checked regularly.

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

- Direct management : 4 Capital Logistics Staff.
- Indirect management : 5 Field Logistic Managers/ 25 support staff in Kabul.

# Required Profile

## Required knowledge and skills

| | REQUIRED | DESIRABLE |
|---|---|---|
| TRAINING | Bac + 2 to + 5 – in logistics (purchases, transport etc) | Bioforce |
| PROFESSIONAL EXPERIENCE<br>▸ Humanitarian<br>▸ International<br>▸ Logistics<br>▸ Management<br>▸ Security Management | ▸ Min. 2 years Logistics Experience in Humanitarian Sector<br>▸ General Management Experience | ▸ Experience in a similar field |
| KNOWLEDGE AND SKILLS | ▸ Strong knowledge of procurement and supply chain in Humanitarian Context<br>▸ Proven management experience and organisational skills<br>▸ Strong Report Writing and ICT skills | ▸ Specific Experience in Medical Supply Chain<br>▸ Experience in customs/ importation<br>▸ Technical Skills in Mechanics<br>▸ Strong work ethic, calm manner and positive attitude |
| LANGUAGES<br>▸ English | **Mandatory** | ▸ Dari/ Pashto<br>▸ French |
| SOFTWARE<br>▸ Office Programmes<br>▸ Outlook/ Email | **Mandatory** | |

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

- Strong work ethic, to be committed and disciplined within very busy working environment
- Independence, to manage and priorities accordingly with organizational strategy and demands
- Calm approach and ability to manage stressful working environment
- Capacity to delegate and to supervise the work of a multidisciplinary team
- Sensible approach to managing expatriate team – 24 hour availability
- Cultural sensitivity and ability to negotiate and be diplomatic in difficult circumstances
- Objectivity, flexibility and rational approach to problem solving/ finding resolutions

# Proposed terms

## 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