

## Preliminary job information

<b>Job Title</b>	<b>LOGISTICS COORDINATOR</b>
<b>Country &amp; Base of posting</b>	<b>BANGLADESH – COX'S BAZAR DISTRICT</b>
<b>Reports to</b>	<b>Head of Mission</b>
<b>Duration of Mission</b>	3 months (with possible extension depending on the mission development)

## General information on the mission

### Context

**Première Urgence Internationale (PUI)** is a non-governmental, non-profit, non-political and non-religious international aid organisation. 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 200 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 7 million people in 21 countries – in Africa, Asia, Middle East, Eastern Europe and France.

### Crisis context

Bangladesh has been the second theatre of the Rohingya crisis for more than 30 years. The Muslim minority has faced decades of repression and discrimination in its home country Myanmar/Burma, precisely in the north of Rakhine State, resulting in many of its members seeking refuge in neighboring Bangladesh, in the southern region of Cox's Bazar. Since the events of the 25th of August 2017, over half a million Rohingyas crossed the border from Myanmar to Bangladesh, making this the world's fastest developing refugee emergency. As of mid-October, there are more than 837 000 cumulative refugees in the country, as 300 000 Rohingyas were already in Bangladesh following previous waves of displacement. The sudden surge in the number of Rohingyas arrivals has stretched the capacities of humanitarian organizations/agencies operating in Bangladesh. These new arrivals are being hosted in camps for registered refugees, but also overcrowded makeshift settlements, including schools, community centers, religious buildings, and with local families. New clusters of settlements have also been set up and continue to expand.

The Rohingya crisis is creating immediate needs for cross-sectorial assistance. Concerns for the newly displaced persons include lack of access to food security and nutrition, need for WASH facilities, shelter, health, psychosocial support (PSS), gender and protection issues and Restoring Family Links (RFL) services .

### Première Urgence Internationale positioning

In reaction to the intensification of the crisis in the targeted area, PUI has decided to launch as soon as possible an exploratory mission to assess the needs that should be addressed, in order to provide a rapid improvement of people's living conditions, as well as to find ways to reduce the refugees' vulnerability.

Therefore, the exploratory mission will not only be composed of a field assessment of pre-identified sites led by an assessment officer, but also of a set-up, which includes the presence of a country representative during several weeks in the region. A WASH PM is being recruited as well to launch WASH activities in partnership with Handicap International and Aquassistance. A Health program manager will also join the team in order to develop and launch (if duration of the mission extended) Health activities in Cox's Bazar District. The coordination of the activities/program will be operated thanks to the Field Coordinator, with the assistance of an Administrative and Financial Coordinator and a Logistics Coordinator.

# Job Description

## Overall objective

The logistics coordinator is responsible for setting up PUI bases in Dhaka and field locations. 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 for projects and for the bases. He/She guarantees that PUI's procedures and logistical tools are in place and are respected.
- ▶ **Equipment:** He/She is responsible of the management of IT equipment, tele/radiocommunication equipment and for the mission's energy supply.
- ▶ **Fleet management:** He/She is responsible of the fleet management (availability of vehicle, 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.
- ▶ **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. ENSURING THE SECURITY OF GOODS AND PEOPLE

- ▶ He/She helps the Head of Mission and the Field Coordinator 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 the bases are in place and respected. He/She 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 up-to-date.
- ▶ He/She ensures that the material and personnel resources on-site are well adapted to the level of safety.
- ▶ He/She participates in collecting safety 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 mission's safety circumstances and conditions, alerts and issues recommendations to the Field Coordinator and Head of Mission regarding potential changes related 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 PUI's operation areas and outside, according to planned operational development leads.

### 2. MANAGING THE SUPPLY CHAIN

#### a. Purchases

- ▶ 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 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. 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 HQ 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, as well as applied on all 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.

### 3. MANAGING THE MISSION'S EQUIPMENT: IT 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 IT equipment, tele/radio communication 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, its maintenance and ensures it runs smoothly.
- ▶ 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 OF THE MISSION

- ▶ 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 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 addressed.

### 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 Field Coordinator 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 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 in the preparation of logistics ahead of audits.
- ▶ Externally, he/she represents 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 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 Field Coordinator 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

### Team management

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

- ▶ Direct management: to be recruited
- ▶ Indirect management: Undetermined

The team composition will evolve according to the humanitarian needs identified and the implementation opportunities.

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Bac + 2 to + 5 – in logistics (purchases, transport etc)	
<b>PROFESSIONAL EXPERIENCE</b> <ul style="list-style-type: none"> <li>▶ Humanitarian</li> <li>▶ International</li> <li>▶ Technical</li> </ul>	Min. 2 year <i>A fortiori</i> Min. 2 years	<ul style="list-style-type: none"> <li>▶ Experience in base/mission opening</li> <li>▶ Experience in security management</li> <li>▶ Experience in a similar field</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>▶ Stock procedure, fleet management, telecommunications skills etc.</li> <li>▶ Knowledge of institutional donors procedures (OFDA, ECHO, AAP, UN agencies etc)</li> </ul>	<ul style="list-style-type: none"> <li>▶ Expertise on subjects such as energy, electricity and computer technology</li> <li>▶ Good writing skills</li> </ul>
<b>LANGUAGES</b> <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul>	X	X
<b>SOFTWARE</b> <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>	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

## 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

### Expenses 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 + break allowance
- ▶ **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months