

## Preliminary Job Information

<b>Job Title</b>	LOGISTICS ADVISOR
<b>Country and Base</b>	BENHAZI, LIBYA
<b>Reports to</b>	FIELD COORDINATOR
<b>Reports to (technical link)</b>	Logistic coordinator
<b>Type of Contract</b>	6 MONTHS

## General Information on the Mission

**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 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

After an armed and civil uprising ended Muammar al Qadhafi's regime in late 2011, the authorities have had difficulties to address pressing security issues, reshape the country's public finances, or create a viable framework for post-conflict justice and reconciliation. Thus, since 2014, non-state armed groups have disrupted Libya's political transition. In 2017, continued political instability, ongoing-armed conflict in Libya, particularly internal struggles between local militias, and the collapse of economy, have led to deteriorating living conditions and reduced access to essential services in most of the country. Civilians continue to suffer from unsafe living conditions, with little or no access to health care services, essential medicines, safe drinking water, shelter and education.

By today, the whole population is affected by the armed conflict and the lack of a functioning government, and 1.1 million people in Libya will still need humanitarian assistance in 2018. The complex humanitarian crisis is primarily driven by the absence of the rule of law, lack of access to basic services, displacement of population, the collapse of the economic system and the financial crisis.

In late 2017, suffering from armed combats for several years, Benghazi area was hosting about 45.000 internally displaced people (IDP) coming from different areas in Libya, and 147.000 returnees. Benghazi appears to be, with Tripoli, one of the two main cities to host the more IDPs. Otherwise, while the political situation in Libya remains tumultuous, new patterns of displacement are occurring, with a growing trend of returns reported in the East, and especially in Benghazi. Benghazi and its surroundings appear to be particularly vulnerable locations due to the high damage inflicted by three years of heavy clashes.

The violation of human rights and humanitarian law, including violations of the right to life, and of children and women's rights, are widespread, including of Gender-based Violence. There are alarming levels of gender-based violence and grave violations of child and women's rights in the current context.

In the Southeast of the country, the tensions between the Tebu and the Zway tribes seriously affects the health system and the access to basic services. Tribe communities, when they are a minority in the area, are suffering from segregation in most of Al kufra's institutions, including health care facilities. This occurs in a context of underdevelopment and poverty that exacerbates the impact of the conflict on the population in the region. Indeed, this area has been suffering, even before the conflict, from a poor investment from the central government. However, few information are available on this area and its humanitarian needs due to a poor, if not almost inexistent, presence of NGOs.

### Première Urgence Internationale positioning

Since May 2016 and the beginning of the exploratory mission, PUI is developing an emergency health and psychosocial response that aims to meet the most urgent needs in health care of the most vulnerable populations in Benghazi area.

So far, PUI has been focusing on the health care issue, by providing medical treatments and primary health care to internal displaced populations and their host communities in Benghazi city. PUI is recreating an access to health care, via Mobile Health Teams and psychosocial support intervention. Finally, PUI is working on the reinforcement of the local emergency response capacity through the participation in the development and the implementation of a Health Rapid Response Capacities in Benghazi city, including passive monitoring (EWARS) and deployment of PUI teams for rapid assessments and to support the national emergency response in case of confirmed alert.

Thus, PUI has been implementing three Mobile Health Teams providing primary health care and psychosocial support in Benghazi city

and performed rehabilitation and restoration of 1 health care clinic.

PUI is now scaling up its intervention with the deployment of a new MHT in Great Benghazi. PUI will also start an exploratory mission (multi sectorial assessment) in Southeast of Libya where only few humanitarian actors are present while serious humanitarian needs remain uncovered. In addition, PUI is starting to intervene in Migrant's Detention Center where Rehabilitation (WASH) and health activities will be implemented. Finally, PUI planned 10 small rehabilitation projects in Benghazi area in 2018.

### Configuration of the mission

<b>BUDGET FORECAST 2018-19</b>	4 700 000 euros
<b>BASES</b>	Benghazi, Tunis (coordination only)
<b>NUMBER OF EXPATRIATES</b>	11
<b>NUMBER OF NATIONAL STAFF</b>	24
<b>MAIN PARTNERS</b>	UNHCR, ECHO, CDC
<b>ACTIVITY SECTORS</b>	Health, WASH/Rehabilitation

## Job Description

### Overall objective

The Logistics Advisor will be in charge of providing support and guidance to ensure the correct functioning of the logistics department in Benghazi base. In collaboration with the Logistics Coordinator, the Logistics Advisor will ensure the implementation of the logistics strategy in accordance with PUI procedures and tools in order to provide optimum program support.

He/she ensures a strong focus on the capacity building on his base, stepping back when relevant. At the end of her/his mission, the objective is for the national logistic team to be autonomous and fully in charge of the department with a deep knowledge of all Admin procedures and with a strong capacity to implement them on daily basis.

### Tasks and responsibilities

- ▶ **Supply Chain** : He/She supervise and train the log manager on the coordination of the procurement, 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.
- ▶ **Capacity building on Bases** : He/She actively and technically supports the logistics managers in the bases with the coordination on every logistic components and especially in terms of procurement and supply chain management
- ▶ **Coordination**: He/She consolidates and communicates logistics information to logistic coordination and also coordinates internal and external logistics reports.
- ▶ **Equipment & Assets**: He/She will supervise and train the Logistic manager on the correct management of computer equipment, tele/radio communication equipment and bases's energy supply. He/she supervise and train the logistic manager on the management of assets in bases in collaboration with the Logistics Coordinator.
- ▶ **Fleet**: He/She will supervise en train the logistic manager on the management of the fleet (availability, safety, maintenance etc.) for the smooth functioning of the Benghazi base and the realization of activities in accordance with the available budget.

### Specific objectives and linked activities

#### 1. IMPROVING MANAGEMENT OF THE SUPPLY CHAIN

##### a. Procurement

- ▶ He/She guarantees that purchase procedures are respected in Libya, from the direct purchase to the international call for offers and supervises the purchasing process
- ▶ He/She ensure the respect of the procurement flow chart at base level in close collaboration with Program Manager, Logistic Manager and Admin Manager.
- ▶ He/she is responsible to suggest with the logistic manager supply solution. He/she to support the logistic manager to diagnose needs, define criteria and list of items, build up files, publish and supervise opening session of tender for 2018.
- ▶ He/She ensures that contracts signed are adequate in terms of effectiveness and protection of PUI and train the logistic manager on this topic.
- ▶ He/She supervise the drafting of a procurement plan for each project done by the logistic manager and in close collaboration with Program Manager, and he/she makes sure that procurement plans are updated on daily bases and shared with all concerned stakeholders once a month by the logistic manager.
- ▶ He/She support the log manager to optimize the grouping of purchases thanks to the drafting of a master procurement plan.
- ▶ He/She supervise the proper archiving of files in soft and in hard copy

##### b. Transport

- ▶ He/She supervise and train the logistic manager to choose the most adapted means of transport
- ▶ He/She support the logistic manager in the supervision and planning of shipment and delivery of materials up to their final destination.
- ▶ He/She support the logistic manager during the process of importation of medical and non medical goods in close collaboration with the Pharmacist when relevant (medical goods). He/She ensure a smooth communication and coordination with coordaitaon

team and HQ.

**c. Stock management**

- ▶ He/She supervises and train the logistic manager on management and monitoring of stock, according to the PUI's procedures and tools.
- ▶ He/She support logistic manager to ensure that storages are appropriate to base's needs and that goods are stored appropriately in terms of location, layout and salubriousness.
- ▶ He/She support and train logistic manager in organizing and formalizing flow, and ensures all the appropriate control such as monthly inventories
- ▶ He/She checks stock reports on a monthly basis and share it to user once a week

**2. SUPPORTING THE BASE**

- ▶ He/she assess need for logistic staff capacity building in Benghazi. He/she define Capacity building strategy in coordination with Log Coordinator. He/she conduct capacity building sessions, workshop and training accordingly.
- ▶ He/she assess the need for awareness raising on procurement process to all department in coordination with Head of bases and logistic managers and conduct training/awareness session accordingly.
- ▶ He/she make logistic assessment and action plan with the logistic managers on base.
- ▶ He/she supports the Head of Base and Base Logisticians in the organization of logistics (installing equipment, building research etc.) in all logistics aspects, providing back up support and guidance where needed
- ▶ He/She plans and supports in collaboration with logistic manager any necessary rehabilitation and installation on the different base.

**3. ENSURING THE CIRCULATION OF INFORMATION AND COORDINATION**

- ▶ He/She ensures, in collaboration with logistic manager, that logistics information is effectively circulated between teams on the field and coordination (log pack).
- ▶ He/She supervise and train the logistic manager to write or participate in writing internal reports for everything concerning the logistics
- ▶ He/She participates in the financial and administrative management. He/She makes sure that the logistics manager is able to follow the budget allowance in the logistics department and establishes monthly cash-flow needs with the bases.
- ▶ He/She participates with the logistic manager in the writing of reports for the donors (lists of equipment, checking functioning costs etc) and in the archiving of purchase files (help, equipment, location, omissions etc).
- ▶ He/She participates in the preparation donor's audit.
- ▶ Externally, he/she represents, in collaboration with logistic manager, PUI among authorities for any questions concerning logistics order (registering equipment, customs etc).

**4. MANAGING FIXED EQUIPMENT AND ASSETS**

- ▶ He/she issues technical recommendations on the choice of computer equipment, tele/radio communication equipment and energy supply. He/She authorizes the choice of the suppliers for the purchase of new equipment.
- ▶ He/She train the log manager to create utilization's procedures
- ▶ He/She oversees an initial assessment of equipment (state, location, proprietor/backer etc) and supervise the monitoring done by the logistic manager through regular updates of monitoring tools (property list).

**5. FLEET MANAGEMENT**

- ▶ He/she supervise and train the logistics manager in vehicle need assessment.
- ▶ He /she supervise the scheduling and monitoring (monitoring tools) of the movements. Supervise logistic manager in fleet service follow up.
- ▶ He/She ensures that vehicles are monitored by the logistic manager (state, location, proprietor/backer etc) and that monitoring tools are regularly updated.
- ▶ He/she ensure that safety and security items are available (Safety boxes and extinguishers)

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

- ▶ Prioritise improving supply chain, procurement at base level
- ▶ Implement PUI standard procedures, tools, process and policies
- ▶ Run internal audit of bases 2017 procurement files

**Team management**

Number of people to manage and their position:

- ▶ Direct management : 1 logistic manager
- ▶ Indirect management : 2 Logistic officer

## Required Profile

### Required knowledge and skills

	REQUIRED	DESIRABLE
<b>TRAINING</b>	Bac + 2 to + 5 – in logistics (purchases preferably)	Bioforce
<b>PROFESSIONAL EXPERIENCE</b> ▶ Humanitarian ▶ International ▶ Technical	Min. 3 years <i>A fortiori</i> logistic	▶ Experience in security management ▶
<b>KNOWLEDGE AND SKILLS</b>	▶ Familiarity with PUI procedure, process, tools and reporting ▶ Familiarity with the procedures of institutional backers_(OFDA, ECHO, CDC, UN agencies etc)	▶ Mastery of techniques such as communication, energy, electricity and computer technology ▶ Good writing skills
<b>LANGUAGES</b> ▶ French ▶ English ▶ Other (to be specified)	Compulsory	X  Arabic
<b>SOFTWARE</b> ▶ Pack Office ▶ Other (to be specified)	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 train of a multidisciplinary team with different knowledge and experience level
- ▶ Anticipation, planning, and autonomy

## Conditions

### Status

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

### Compensation

- ▶ **MONTHLY GROSS INCOME:** from 1 980 up to 2 310 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 LEAVE POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months