

## Preliminary Job Information

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|--|---------------------------------------|
| <b>Job Title</b>                         | <b>LOGISTICS COORDINATOR</b>          |
| <b>Country &amp; Base of posting</b>     | <b>LIBYA BASED IN TUNIS (TUNISIA)</b> |
| <b>Reports to</b>                        | <b>HEAD OF MISSION</b>                |
| <b>Creation/Replacement (incl. name)</b> | Replacement                           |
| <b>Duration of Mission</b>               | 12 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 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 Gadhafi'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 Page 2 / 4 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</b>       | <b>4 700 000 €</b>   |
| <b>BASES</b>                      | <b>COORDINATION IN TUNIS &amp; OPERATIONAL BASE IN BENGHAZI</b>  |
| <b>NUMBER OF EXPATRIATES</b>      | 10   |
| <b>NUMBER OF NATIONAL STAFF</b>   | 60   |
| <b>NUMBER OF CURRENT PROJECTS</b> | 2  |
| <b>MAIN PARTNERS</b>              | ECHO, CDCS, UNHCR  |
| <b>ACTIVITY SECTORS</b>           | Health and Psychosocial support, Rehabilitation & Early Recovery   |
| <b>EXPATRIATE TEAM ON-SITE</b>    | <p><b>TUNIS Coordination:</b><br/>Head of mission, Medical coordinator, Admin / Fin coordinator, logistics coordinator, Wash &amp; Rehab Coordinator, Coordination Assistant</p> <p><b>Benghazi Project:</b><br/>Field Coordinator, Deputy Field Coordinator for program, Admin Advisor, Log Advisor</p> |

## 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   |
|--------------------------------|--|---|
| <b>TRAINING</b>                | Logistics management<br>Bac + 2 to + 5 – in logistics<br>(purchases, transport etc)  | Project management<br>Administrative Management   |
| <b>PROFESSIONAL EXPERIENCE</b> | X  | <ul style="list-style-type: none"> <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>▶ Familiarity with stock procedure, car park management, telecommunications etc</li> <li>▶ Familiarity with the procedures of institutional backers (OFDA, ECHO, AAP, UN agencies)</li> </ul> | <ul style="list-style-type: none"> <li>▶ Mastery of techniques such as communication, energy, electricity and computer technology</li> <li>▶ Good writing skills</li> </ul> |

|  |                      |                 |
|--|----------------------|-----------------|
|  | etc)                 |                 |
| <b>LANGUAGES</b>   |                      |                 |
| <ul style="list-style-type: none"> <li>▶ French</li> <li>▶ English</li> <li>▶ Other (to be specified)</li> </ul> | X                    | X<br><br>Arabic |
| <b>SOFTWARE</b>  |                      |                 |
| <ul style="list-style-type: none"> <li>▶ Pack Office</li> <li>▶ Other (to be specified)</li> </ul>               | 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