

Preliminary job information

Job Title	BASE LOGISTICIAN
Country and Base of posting	YEMEN, HODEIDA
Reports to	FIELD COORDINATOR
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 civilian victims of marginalization and exclusion, or those 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 a 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 23 countries across Africa, Asia, the Middle East, Eastern Europe and France.

The conflict in Yemen started in 2014 with an internal political crisis which, later on, degenerated into an open war between northern-based Houthi Movement, allied to former President Saleh, and forces loyal to the official government, led by President Abdrabbuh Mansour Hadi. In March 2015, violence escalated when a Saudi-led coalition launched military operations to restore the official government and stop the Houthi-Saleh alliance, who already controlled Sana'a and advanced on Aden. The Saudi intervention led to a stalemate in which the country largely remains as per now.

The war also escalated on the economic front as the Saudi-led coalition declared a blockade on large portions of the country still controlled by the Houthis. The fragmentation of power deepened in the end of 2017 and beginning of 2018, when the Houthi-Saleh alliance blew up, two months before the collapse of Aden's fragile balance between Hadi's supporters and Southern independentist forces. During that period, anti-Houthi forces secured territorial gains in southwestern Al-Jawf, southern Al-Hudaydah and eastern Al-Bayda which, while far from rapid, were notably quicker than their previous pace. The main battlefield of the Yemen war is now the city and harbour of Hodeidah.

The conflict has led to devastating consequences for a population already highly vulnerable. Before the civil war erupted, Yemen was already enduring a humanitarian crisis with 15.9 million people in need of humanitarian assistance, recording one of the highest rates of malnutrition in the world. The intervention of the Saudi-led coalition in March 2015 translated into a severe aggravation of the humanitarian context. The disruption of the commercial and humanitarian imports, the displacement of populations, the disrupted market system, the loss of livelihoods and incomes, the damage on the private and public infrastructures, and the general destabilization of the public system contributed to widespread food insecurity, malnutrition and a serious lack of access to health. With the lift of the blockade by Saudi Arabia in December 2017, a return to the pre-blockade prices and imports was expected at the beginning of 2018. However, activities of Al Hodeidah and Salif ports have not been back to normal, and staple foods' and fuel prices remain volatile. Besides, displacement of populations continues to be a collateral damage of the conflict, as up to 16 000 households have been displaced since December 2017 in or near Hodeidah, Taizz, Ibb, and Lahj governorates.

As a result, an estimated 22.2 million people in Yemen need some kind of humanitarian or protection assistance, including 11.3 million who are in acute need. 17.8 million people are food insecure at national level, of which 8.4 are severely food insecure. Among these, some 1.8 million children and 1.1 million Pregnant or Lactating Women (PLW) are acutely malnourished, including 400,000 Children under 5 years-old (CU5) suffering from Severe Acute Malnutrition (SAM). With only 50 per cent of health facilities fully functional, and a disruption of health personnel's salaries, 16.4 million people in Yemen require assistance to ensure adequate access to healthcare – 9.3 million of whom are in acute need. An estimated 16 million Yemenis need humanitarian assistance to establish or maintain access to safe water, basic sanitation and hygiene facilities. Collapsing urban water and sanitation systems, deteriorating water and sanitation conditions in rural areas, and lack of means to maintain personal hygiene and purchase safe drinking water all contributed to one of the worst cholera outbreaks in the world. Finally, the increasing difficulties of food supply in the country and, more importantly, the ongoing collapse of the rial, which severely impacts the price of basic commodities, raise the possibility of a large scale problem of access to food in Yemen in the coming months.

PUI history in the country and intervention strategy

PUI has been present in Yemen since 2007. From 2007 to 2011, PUI supported the primary health system in Hodeidah Governorate. After a one-year stand-by in 2011 due to security reasons, the mission re-started in July 2012 with a nutrition project focusing both on emergency response and a longer term community-based approach in Hodeidah and extended its activity in Raymah Governorate.

In 2017, PUI continues to concentrate its intervention in 6 districts of Hodeida and 3 districts of Raymah. The number of IDPs in those two Governorates is very large and weight consequently on a population already living in extreme precariousness. The core field of intervention

for PUAMI in these Governorates is an integrated approach on nutrition including community-based activities (OTP/SFP and community mobilization as a strong component of the program, within health facilities, but also within an outreach approach and mobile clinics.

In Hodeidah governorate, PUI works to contribute to reduce the impact and severity of nutritional challenges and to improve health status of most vulnerable populations, through supplementary nutrition integrated response based upon health, hygiene and nutrition education and capacity building (Mobile Health Clinic, support to Health facilities, General Food Distributions, etc.).

In Raymah governorate, PUI is responding to the ongoing nutrition crisis through the same activities as in Hodeidah (primary health care and management of acute malnutrition for children U5 and pregnant and lactating women), as well as running a Stabilization Centre for severely malnourished children with medical complications.

As part of this integrated approach in those two governorates, PUI also implements food security and livelihoods activities, mostly consisting on general food distribution and some Food For Training activities (started in 01/2017). In addition, water, hygiene and sanitation will also be part of PUI intervention in the focused area, with WASH being prioritized in the rehabilitation of health facilities to manage more effectively nutrition activities.

In May 2017, PUI started being a part of the Emergency Cholera Response in Hodeida and Raymah through the set up of Oral Rehydration Points and support of one Cholera Treatment Centre in Raymah.

PUI will also position itself in influencing positions, through effective participation to clusters and sub-clusters (nutrition; food security and livelihoods; WASH) and working closely with relevant government departments (MOPIC; MoPHP). The mission will explore opportunities for geographical expansion through developing and clarifying expansion criteria beyond the current Governorates and District.

Configuration of the mission

BUDGET FORECAST 2019	4 500 000
BASES	Coordination: Sana'a Operations: North Yemen: Hodeida, Bajel, Raymah South Yemen: Mokha (to be opened in 2019)
NUMBER OF EXPATRIATES	8
NUMBER OF NATIONAL STAFF	75
NUMBER OF CURRENT PROJECTS	6
MAIN PARTNERS	ECHO, WFP, OCHA/HPF, OFDA, CDC, CIIA
ACTIVITY SECTORS	Nutrition, Health, Food Security, WASH, Emergency Response
EXPATRIATE TEAM ON-SITE	Coordination in Sana'a: HoM, Log Co, Admin/Fin Co, Health & Nutrition Co, Grants and Reporting Officer, Deputy HoM (recruitment under way) Expatriates in Hodeidah : Field Co, Base Log and Base Admin, Deputy Field Co. (to be recruited)

Job Description

Overall objective

The Hodeida Base Logistician is responsible to manage the Hodeida logistics department under the direct supervision of the Hodeida Field Coordinator and with the technical support of the Yemen Logistics Coordinator in order to support the implementation of the programs activities on a timely and good quality basis, and in compliance with PUI procedures and donors' guidelines.

Tasks and Responsibilities

- ▶ **Human Resources:** He / She ensures the good HR management of Hodeida logistics department (PUI employees and potential daily workers), giving direct supervision to the national team and building capacities of the staff.
- ▶ **Supply chain:** He/She ensures the good management and documentation of all the supply chain activities at Hodeida base level in order to provide the means for programs' implementation on a timely and good quality basis, and in compliance with PUI procedures and donors' guidelines.
- ▶ **Assets and premises:** He/She ensures the good management of all the equipments and premises at Hodeida base level in compliance with PUI procedures and donors' guidelines.
- ▶ **Security:** He/She ensures the implementation of PUI security guidelines at Hodeida base level regarding premises and transportation means.
- ▶ **Coordination, reporting and dissemination of information :** He /She ensure all the reporting and information in disseminated among concerned services.

Specific Goals and Related Activities

1. TEAM MANAGEMENT

- ▶ He/She ensures the direct supervision and the management of the Hodeida logistics department.
- ▶ He/She ensures the setting of objectives to be achieved by the Hodeida logistics department and tracks their realization, and leads the mid-term and final staff appraisal.

- ▶ He/She participates to the hiring process of any staff to be recruited within the Hodeida logistics department with the support of the Hodeida admin team.
- ▶ He/She contributes to the decision making process regarding any termination of employment contracts within the Hodeida logistics department with the support of the Hodeida Admin base and under the supervision of the Hodeida Field Coordinator.
- ▶ He/She ensures compliance with the Internal Rules of Procedure of PUI within the Hodeida logistics department.
- ▶ He/She ensures or delegates responsibility for the integration of new staff within the Hodeida logistics department, ensuring the project context, relevant tools and procedures, and PUI policies are well understood.
- ▶ He/She identifies needs and completes training programs for Hodeida logistics department's staff (organizational support, methodology, technical support as the case may be organization of training sessions...).
- ▶ He/She prepares the job profiles of local staff under his/her immediate supervision
- ▶ He/She will insure of implementing Logistic staff appraisal at least once per year.

2. SUPPLY CHAIN MANAGEMENT

- ▶ He/She ensures that all the means necessary to implement programs' activities at Hodeida base level are provided on a timely and good quality basis.
- ▶ He/She ensures the fulfillment and regular update of all the procurement plans and any other procurement follow-up tool at Hodeida base level.
- ▶ He/She ensures that all the procurement activities are implemented at Hodeida base level in compliance with PUI procurement procedures and donors' guidelines, and are properly documented.
- ▶ He/She ensures that all the storekeeping activities are implemented at Hodeida base level in compliance with PUI storekeeping procedures and donors' guidelines, and are properly documented.
- ▶ He/She ensures the organization of all transportation means at Hodeida base level, notably by prioritizing the requests on a weekly basis and implementing a proper follow-up of their use.
- ▶ He/She is the main focal point for the central pharmacist to organize any drugs and/or medical consumables and/or equipment's delivery to the field and support him in delivery's reception.
- ▶ He/she participates to the identification of Logistic needs in the context of proposals' writing.

3. ASSETS AND PREMISES' MANAGEMENT

- ▶ He/She ensures that all the assets affected to Hodeida base are properly identified and registered in compliance with PUI procedures and donors' guidelines.
- ▶ He/She ensures the good use and maintenance of all assets at Hodeida base level in compliance with PUI procedures and following manufacturers' user manual.
- ▶ He/She is the main focal point at Hodeida base level for the IT officer based in Sana'a and participates to the IT assets' maintenance in coordination with this last one.
- ▶ He/She ensures the proper maintenance of all the premises at Hodeida base level, central pharmacy included.
- ▶ He/She participates to premises' administrative management at Hodeida base level with the support of the Hodeida Admin base and under the supervision of the Hodeida Field Coordinator.
- ▶ He/She ensures that all the energy means necessary at Hodeida base level are available and are managed in compliance with PUI procedures.
- ▶ He/She ensures the identification of the needs regarding assets and premises in the context of proposals' writing.

4. SECURITY

- ▶ He/She ensures that all premises at Hodeida base level are properly equipped in compliance with PUI security guidelines (hibernation kits, first aid kits and extinguishers notably).
- ▶ He/She ensures that all transportation means at Hodeida base level are equipped and used in compliance with PUI security guidelines.
- ▶ He/She participates under the supervision of Hodeida Field Coordinator to the base security plan review and to the context follow-up.
- ▶ He/She may be called to act as security focal point in the base when the Field Coordinator and Liaison / Security Officer are absent.
- ▶ He/She is responsible of implementing the security procedure for all Hodeidah premises (Office, Guesthouse, Warehouse)

5. COORDINATION, REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She is the main focal point for Program Managers at Hodeida base level for any logistics' related issue.
- ▶ He/She ensures the good coordination with Hodeida Admin Department to express the finance needs of Hodeida Logistics Department.
- ▶ He/She participates to any relevant internal and external meeting at Hodeida base level and participates actively.
- ▶ He/She ensures the good technical coordination between the Hodeida Logistics Department and Sana'a Logistics Coordination.
- ▶ He/She ensures the proper dissemination and archiving of all the Hodeida Logistics Department documentation, in in compliance with PUI procedures and donors' guidelines.

6. FLEET MANAGEMENT

- ▶ He/She ensures the implementation of weekly movement plan.
- ▶ He/She ensure the well-functioning of the fleet by implementing a regular vehicles checks and inspections
- ▶ He/She monitor the fleet size and insure the good use of the vehicles according to fleet management standards.
- ▶ He/She ensures that all Vehicles at Hodeida base level are equipped and used in compliance with PUI security guidelines.
- ▶ He/She will monitor the well-functioning of the PUI Vehicle and ensure the good use and maintenance of all PUI Vehicles at Hodeida base level in compliance with PUI procedures.

Focus on 3 priority activities relating to the context of the mission

- ▶ Participate in the opening and set-up of the Hodeida base, on logistics and security sides
- ▶ Make sure all PUI procedures and guidelines are known to all, deployed and properly implemented
- ▶ Re-evaluate needs in coordination with other departments (stock management, fleet, etc.) in order to insure improved quality for programs and enhanced budget use.

Team Management

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

- ▶ Direct management: 1 Logistics Manager
- ▶ Indirect management: 3 Log Assistants, 1IT/Log Asst, 2 storekeepers, 1 Rehabilitation Assistant, 12 security guards, 15+ drivers

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	▶ Bachelor/Master in Logistics	▶ IT management. ▶ Security management.
PROFESSIONAL EXPERIENCE	▶ Min. 1 year as a similar position. ▶ Experience in safety and security management	
KNOWLEDGE AND SKILLS	▶ Team Management. ▶ Procurement management. ▶ Fleet management. ▶ Assets and premises management.	▶ Knowledge of procedures: institutional donors (UE, OFDA, ECHO, AAP, UN agencies ...) ▶ Negotiation with suppliers. ▶ Staff training and capacity building.
LANGUAGES		
▶ French		X
▶ English	X	
▶ Arabic		X
SOFTWARE		
▶ Pack Office	X	
▶ Saga	X	

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

- ▶ Leadership skills and an ability to make decisions.
- ▶ Ability to live work in a closed off environment, and under pressure
- ▶ Ability to show authority, if necessary.
- ▶ Analysis (discernment, pragmatism) and synthesis abilities
- ▶ Adaptability, practical sense & ressourceful.
- ▶ Organization, rigor and respect of due dates.
- ▶ Great ability to listen and to negotiate.
- ▶ Good people person and good communication skills
- ▶ Ability to remain calm and level-headed
- ▶ General ability to resist stress and in unstable circumstances particularly

Other

- ▶ Ability to implement various intervention strategies based on difficult security logistics, humanitarian context, and to adapt quickly in response to new constraints (security, logistics)

Proposed terms

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 1 815 up to 2 145 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 every 2 months + break allowance
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months