

Preliminary Job Information

Job Title	LOGISTICS COORDINATOR
Reports to	HEAD OF MISSION
Country & Base of posting	LEBANON – BEIRUT
Creation/Replacement	Replacement
Duration of Mission	12 months

General Information on the Mission

Context

As the Syrian Crisis nears its eighth year, the number of Syrians seeking refuge in other countries has reached an unprecedented scale. With more than 250,000 people killed, 1.2 million injured and 6.5 million people displaced, there are now 13.5 million vulnerable people inside Syria alone. Over 5 million refugees from Syria have fled to neighbouring countries particularly Turkey, Lebanon, Jordan, Iraq and Egypt

After Turkey, Lebanon is the second host country for Syrian refugees with just under 1 million refugees registered (and an estimated .5 million unregistered) for an overall population of less than 4.5 million (Source: OCHA Bulletin n33 - 2018). Prior to this crisis, Lebanon was already hosting half a million Palestinian refugees; the pressure on the Lebanese government and local population is very high. Social tensions between communities relate primarily to the competition for unskilled works, while recent surveys (ARK 2018) have shown that there are less and less interactions between refugees and Lebanese.

Due to some concern of infiltration of terrorist groups in Lebanon, in March 2015, the government of Lebanon, through the General Security Directorate, is enforcing entry regularization among refugees entering from Syria. The Lebanese government has also asked the UNHCR to stop the registration process hence new refugees and new born babies cannot be registered anymore either. Since then, it is now much harder for Syrians to enter the country, while those residing in Lebanon are also facing difficulties in renewing their residency or having access to humanitarian aid or public facilities. This situation will cause an increased economic strain on the families, although the ban on work has been left (for occupations related to construction, agriculture and maintenance only) in 2016.

As the Syrian crisis is now protracted, with unprecedented number of civilians affected by the constant violation of the Humanitarian laws, there is little perspective for the refugees to return to their home country. The Syria Crisis Response Conference which took place in London in 2016 clearly intends to address the humanitarian needs of this protracted crisis, by setting up consistent multi years response tackling current issues, considering the evolution of needs and the and the necessity to provide the refugees from Syria with some perspectives and ensuring the social stability in Lebanon. The spill over of the Syrian crisis into Lebanon compounded pre-existing vulnerabilities among the Lebanese society, especially in areas where the level of social infrastructures is not developed or strong enough to cope with.

First challenge is the reduction of the aid available to tackle basic needs: as of end of September, only 45% of the funding requested by humanitarian partners was received to respond to the Syrian Crisis in Lebanon.

This led to decrease in basic assistance provided to the refugees, and therefore to an escalation in negative coping mechanisms of most vulnerable households, (such as begging, child labour, child marriages, sexual services for food/accommodation, limitation of movements due to transportation costs, etc.).

What is more, if (un)conditional cash assistance is the main relevant way to respond most basic needs of registered poorest refugee families, level of indebtedness is a key factor for explanation of vulnerability In the long lasting crisis, and needs to be monitored constantly. As weather conditions are also very harsh in the winter, access to proper shelter conditions is a main priority as well. Most vulnerable Syrian refugees are mainly settled in small shelter units (SSU), collective shelters (CS) or informal settlements (IS).

London Syrian Crisis Conference focuses as well on the education and health services provision, which need to be upgraded in terms of quality and provided in a more sustainable way, as no return to Syria is realistic in the short term.

Some key figures extracted from the 2018 Vulnerability Assessment of Syrian Refugees (VASyR) highlight the severity of the protraction of the crisis: more than 1 out of 2 households live below the survival minimum expenditure basket (less than 2.9 USD/person/day); nearly all refugee households (97%) apply negative coping strategies; 1 in 4 refugee households report humanitarian assistance (WFP vouchers) as their primary source of income; 34% of households live in shelters which are not fit for living (either non residential or non permanent structures); 23% of households requiring secondary healthcare cannot access it (primarily because of financial constraints); 5% of children aged between 5 and 17 work at least one day per month to complement household' income, etc.

PUI's strategy/position in the country

Present in the country since 1996, PUI has a long experience in assisting conflict affected populations in the South. Since 2012, PUI has been actively involved in the Lebanon emergency response to the Syrian crisis with presence in the North (Akkar), Mount Lebanon and South (Saida) of Lebanon.

In 2018-2019, PUI aims to reinforce the ability of each vulnerable community to become self-reliant and resilient to crisis, through 2 programmes orientations :

Humanitarian Assistance Programme: to provide a protection-based humanitarian material assistance and services for the most vulnerable refugees and host communities affected by the Syrian crisis, based on the targeting system and relevant vulnerabilities monitoring. .

Resilience Programme: to develop and strengthen access to social and community infrastructures (schools, health facilities) and support household-level economic survival and well-being with regards to specific poor and vulnerable groups .

History of the mission and current programmes

Première Urgence Internationale(PUI) is a non-governmental, non-profit and non-religious international aid organisation.

Our teams are committed to supporting civilian victims of marginalisation 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.

PUI leads in average more than 200 projects a year, providing assistance to around 5 million people in more than twenty countries – in Africa, Asia, the Middle East and Europe.

Present in the Middle East since 1983, PUI is currently operational in Lebanon, Syria, Jordan, Iraq (including Kurdistan), the Occupied Palestinian Territory and Yemen. While activities may vary according to contexts, each country mission has developed a holistic multi-sectoral approach that addresses the particular needs of the population.

PUI has been present in Lebanon since 1996, when it launched an emergency response operation following the Lebanese-Israeli conflict and has since maintained a significant commitment to the country. As of 2001, a permanent presence was established in Lebanon with a diverse panel of activities ranging from emergency response to recovery and reconstruction. During the last fifteen years, PUI has tackled the needs emerging from conflicts (2001, 2006 and 2007), protracted humanitarian crisis (Palestinian Refugees camps) and chronic underdevelopment (in the South and the North of Lebanon). Since the outbreak of the Syrian crisis in April 2011, and in order to provide life-saving assistance to the most vulnerable conflict-affected population, PUI has developed a response to the refugee crisis.

A multi-sectorial portfolio of activities (Health, WASH, Food Security & Livelihoods, Infrastructure, Shelter rehabilitation and emergency response, Protection) is addressing refugee and host population vulnerabilities by facilitating individuals and communities to achieve respect for rights in safety and dignity. PUI is also seeking more sustainable and cost-efficient modalities of implementation, mainly by building partnerships with local organisations and existing public entities which will contribute to bridge the humanitarian assistance delivered to refugees with specific community support projects to strengthen the social cohesion between communities.

Configuration of the Mission

BUDGET FORECAST 2019	9.000.000 EUROS
BASES	BEIRUT (COORDINATION), SOUTH (SAIDA), NORTH/AKKAR (HALBA)
NUMBER OF EXPATRIATES	11
NUMBER OF NATIONAL STAFF	130
NUMBER OF CURRENT PROJECTS	5
MAIN PARTNERS	BPRM, AFD, EUROPEAN UNION/DELEGATION, WFP,
ACTIVITY SECTORS	Health, WASH, Food Security & Livelihoods, Infrastructure, Shelter Rehabilitation and IS/CS Management, Protection
EXPATRIATE TEAM ON-SITE	1 Head of Mission + 1 Deputy Head of Mission 3 Field coordinators (Saida, Tripoli, Akkar)+ 1 Deputy Field Coordinator for Programmes (Akkar) Technical Coordination team: 1 Health Co + 1 Food Security Livelihood Co + 1 protection Co + 1 infrastructure Shelter Co + 1 Logistics Coordinator +

Job Description

Overall objective

The Logistics Coordinator is responsible for the smooth functioning of logistics on the mission, in compliance with procedures and guidelines. He/She makes sure the logistics support and resources necessary for carrying out the programs are available and efficient, and actively participates in the mission's safety management.

Tasks and Responsibilities

Coordination: He/She supervises the Logistics activities at mission level, consolidates and communicates logistics information within the mission and with HQ, and ensures coordination with external stakeholders (donors, partners, humanitarian actors...) on logistics topics

Supply Chain: He/She coordinates the supply chain at mission level, ensuring timely delivery of required goods, works and services, in compliance with applicable procedures and regulations.

Assets and fleet management : He/She is supervises the management of all mission assets (IT, communication equipment...) and vehicles fleet, ensuring proper sizing and dispatch as per needs and available budgets.

Technical supervision and support: He/She provides technical guidance and support to the field teams for the implementation of logistics activities and compliance with procedures. He/She also leads the Logistics department assessment, structuring, and capacity building at mission level.

Safety : He/She supports the Head of Mission for security and safety management of the mission. He/She ensures required means are available and guidelines are communicated and followed.

Specific objectives and linked activities

• MANAGING THE SUPPLY-CHAIN

a. Purchases

- He/ she supervises the design, implementation and updating of the Procurement Plans for each project.
- He/ She is responsible for the implementation and control of the procurement process at mission level, as per needs and in line with procedures and guidelines
- He/She ensures follow-up of all procurements, information sharing on progress and challenges, and accountability towards other departments and deadlines
- He/She guarantees that purchase procedures are respected at mission level, for all types and amounts of procurements, through proper planning, follow-up, validation and control
- He/She works in close collaboration with the requesting departments, and provides technical guidance to identify most efficient procurement processes as per needs, budget and market availability
- He/She ensures that all procurement contracts signed are adequate in terms of effectiveness, protection of PU-AMI, and respect of legal standards
- He/She identifies and implements solutions for centralizing/grouping of purchases, to optimize the procurement process at mission level.
- He/She supervises the market analysis and suppliers referencing process, and ensures regular updating and sharing of mission's Suppliers List and Price Catalogue.
- He/She ensures that all procurement documentation is properly archived (soft and hard copies), in compliance with PU-AMI procedures.
- He/ she provides technical analysis and feedback (lessons learnt, efficiency, compliance...) about ongoing and past procurement activities, identifies margins for improvement and proposes relevant measures for optimization of procurement process at mission level.
- He/ She ensures an efficient, relevant and fair market consultation is implemented for all procurements
- He/ She implements relevant indicators to monitor the supply chain efficiency and makes recommendations for improvements

b. Stocks management and transportation

- He/She supervises the management and monitoring of the mission's stock, according to the PU-AMI's procedures and tools. He/She ensures that these are understood and implemented by relevant staff at mission level.
- He/She ensures that storage facilities are adequate to the mission's needs and that merchandise is stored appropriately as per applicable standards.
- He/She conducts regular inspection of storage facilities at mission level, checking compliance with standards and stock records, and provides technical feedback and guidance for stocks management
- He/She ensures documentation related to stock management is available, updated and properly archived

c. Shipment

- He/She supervises transportation of goods at mission level, ensuring most efficient solutions are implemented
- He/She coordinates shipping between bases, capital and HQ and coordinates information sharing as necessary
- He/She coordinates with the logistics department at headquarters for the importation of goods coming from abroad and supervises the potential process involved with clearing customs.

- **ENSURING THE CIRCULATION OF INFORMATION, CO-ORDINATION AND REPRESENTATION ON LOGISTICS ISSUES**
 - He/She ensures that logistics information is effectively circulating between teams on the field, the capital and headquarters by drafting and updating adequate follow-up and communication tools for logistics activities, in accordance with PU-AMI standards and process.
 - He/She collects, verifies and shares Logistics internal reports as requested, and gives feedback to the bases and to HQ on potential questions raised
 - He/She ensures logistics coordination at the mission level by regularly visiting bases, monitoring compliance and efficiency, and providing necessary feedback and training to the teams.
 - He/She participates in the sizing and budgeting, and financial follow-up of his/her area of work. He/She consolidates information on needs and actual costs (procurement, staffing, equipment, fleet, premises...) and ensures they are shared with other departments and with HQ as necessary for financial follow-up and forecast
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 supervises the preparation of logistics documentation in view of an audit which is either forthcoming or already underway.
 - Externally, he/she represents the PU-AMI towards stakeholders and 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 topic related to logistics

- **SUPPORTING THE BASES – Technical support, guidance, control**
 - He/She ensures coordination with base teams (program and support) on all Logistics activities, through regular field visits and monitoring
 - He/She actively contributes to the bases logistics strategies definition and organization of activities.
 - In close coordination with the Field Cos, He /She provides support to field teams in terms definition of logistic action plans, prioritization of the activities, sizing of the teams and task dispatch
 - He / She makes sure that procedures and guidelines are implemented at base level, implements regular monitoring and provides feedback and guidance

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 considered, especially when new projects are being budgeted.
- He/she issues technical recommendations for the selection, installation and maintenance of technical equipment (IT, communication, energy)
- He/She supervises the identification of reliable sources and suppliers for equipment purchase and maintenance.
- He/She supervises the use of equipment, creates utilization procedures and trains personnel on how to use them.
- He/She ensures the monitoring of equipment (state, location, person in charge...) through regular updates of monitoring tools and physical inventories.
- He/She supervises the installation and maintenance of equipment to ensure efficiency and reliability of the fleet

MANAGING THE MISSION'S CAR PARK

- He/She defines transport means adapted to the needs of projects associated with the mission and makes sure that the funding and availability of this fleet of this transport is possible
- He/She ensures that vehicles usage is monitored (state, location, users, legal compliance) and that monitoring tools are regularly updated.
- He/She ensures the vehicles are safe, adequate and 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 are put in place and respected
- He/She makes sure, above all, that questions of safety relating to the utilization of vehicles (authorized people, driving regulations, safety equipment etc) are appropriately addressed.

ENSURING THE SECURITY OF GOODS AND PEOPLE

- He/She supports the Head of Mission to define the mission's safety management tools, in collaboration with the field teams and HQ.
- He/She ensures that general rules and safety plans for the mission and for the bases are put in place and respected and 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 update.
- He/She ensures that the material and personnel resources on-site are sufficiently adapted to the level of safety which is judged to be optimal in the bases and among the teams in the field.
- He/She participates in collecting safety information and communicates these in accordance with the channels defined.
- He/She participates in analyzing the mission's safety circumstances and conditions, alerts and issues recommendations to the Head of Mission concerning potential risks as well as measures to be put in place.
- He/She communicates, on a regular basis, with Logistics teams concerning accidents, risks and behavior to be embraced (regular meetings and training if necessary).

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

- Support and monitor the shift to new Logistics Procedures issued by HQ
- Ensuring proper follow up and accountability of the procurement process towards internal and external stakeholders
- Implement an adequate capacity-building plan for Logistics teams at mission level, to ensure understanding and application of guidelines and procedures

Team management

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

- Direct management : 3 : Log Supervisor, Procurement Officer, IT Officer
- Indirect management : 4 : Head of Drivers + 3 drivers
- Functionnal Link: 2 Logistics Base Managers

Required Profile

	REQUIRED	DESIRABLE
TRAINING	Bac + 2 to + 5 – in logistics (Purchases, transport etc.)	Bioforce
PROFESSIONAL EXPERIENCE Humanitarian International Technical	Min. 1 year at Logistics Coordination position <i>Experience in multicultural contexts</i>	<ul style="list-style-type: none"> ▶ Experience in security management ▶ Experience with PUI
KNOWLEDGE AND SKILLS	Knowledge of supply chain, stock and assets management procedures Familiarity with the procedures of institutional donors (OFDA, EU, UN agencies etc.) Good Mentoring and training skills to be able to assure the capacity building of national teams	Knowledge of PUI procedures is a plus. Mastery of techniques such as communication, energy, electricity and computer technology Good writing skills
LANGUAGES Other (to be specified)	English	Arabic an asset French a plus
SOFTWARE 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 mentor, delegate and to supervise the work of a multidisciplinary team

Other

- ▶ Understanding of the political situation in the area
- ▶ Strong motivation to help people in need
- ▶ Conflict resolution and diplomacy experience
- ▶ Good skills in reports and contracts redaction
- ▶ Good knowledge of institutional donor (ECHO, UN agencies, etc.) procedures and financial guidelines.
- ▶ Knowledge of humanitarian actors
- ▶ Excellent communication and diplomacy skills to manage relationship in potentially tense situations

Conditions

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME**: from 2 200 Euros 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** : possibility of individual housing
- ▶ **DAILY LIVING EXPENSES** (« Per diem »)
- ▶ **BREAK POLICY** : 5 working days at 3 and 9 months
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months