

JOB DESCRIPTION

Preliminary Job Information

Job Title	LOGISTICS COORDINATOR
Country & Base of posting	KHARTOUM, SUDAN
Reports to	HEAD OF MISSION
Duration of Mission	4 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 190 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

Crisis context

Sudan and South Sudan are affected by long-term tensions over the borders and oil resources.

An new armed conflict erupted in 2011, pitting the Sudanese armed forces against the SPLM-North insurgents who have taken refuge in the Nuba Mountains. This rebellion led to the creation of the Sudan Revolutionary Front, bringing together rebel groups from Darfur, South Kordofan and the Blue Nile.

The conflict has led to the fragmentation of South Kordofan into government-controlled areas, mainly the plains, and SPLM-controlled territories, generally in and around the highlands (or Nuba Mountains). These positions have not changed significantly, despite numerous offensives launched by both sides, violating the ceasefire signed in 2016.

The revolution of 2019 and the fall of Omar al-Bashir allowed the beginning of a round of political negotiations under the aegis of South Sudan, as well as a ceasefire. These steps led to a partial lifting of the restrictions on movement that had been imposed on the populations. These significant developments have also led the Government to allow humanitarian actors to access to South Kordofan, both in areas controlled by the central government and in areas controlled by SPLM-N forces, although access to the latter remains restricted.

However, the continuing political tensions in the Sudan, as well as the current economic crisis, have a direct impact on the living standards of the Sudanese. The maintenance of the country on the American blacklist of states supporting terrorism represents a major obstacle to the country's economic recovery and the health crisis linked to the COVID 19 epidemic is contributing to the worsening of the country's economic situation. In the face of galloping inflation, households are now spending more on basic necessities, neglecting other items considered of secondary importance such as education, health and drinking water.

According to UNOCHA, 77% of households spend more than a half of their budget on food purchases. More and more people are unable to meet their own needs, and this problem impacts first and foremost the most vulnerable groups of people, including refugees and displaced persons. According to UNOCHA, 2.7 million children suffer from acute malnutrition.

The successive economic and political crises have reinforced the context of humanitarian crisis in Sudan. Still According to UNOCHA, 9.3 million people will need humanitarian assistance in 2020, i.e. 23% of the country's population, compared to 5.4 million in 2015 ; the economic crisis has pushed several million Sudanese into poverty and worsened the situation of already vulnerable people.

The humanitarian needs have grown : malnutrition and undernutrition are still present, unemployment and lack of resources in the countryside are pushing people to settle on the outskirts of towns, thus reinforcing the inability of public services to meet their needs.

Besides, the context of political and economic instability has contributed to an increase in banditry, violence and tensions between communities. Occasional attacks on populations push people to flee in search of safety.

PUI's strategy/position in the country

Première Urgence Internationale is an NGO resulting from the merger of Aide Médicale Internationale (AMI) and Première Urgence (PU) in 2011. AMI arrived in Darfur in 2004 with primary health actions. The project consisted of support to health centers and the deployment of mobile clinics. Then in 2006, AMI expanded to Shaeria and Kazanjedeed. In 2005, AMI also started primary health activities in Ed Al Fursan, again in close collaboration with the Ministry of Health. In 2009, AMI had to close the mission. However, whether through PU or AMI before 2011, PUI has always been present in the region in Chad, especially since 2004, mainly in the East in the Ouaddai region where PUI is developing an integrated strategy to fight malnutrition, by acting as much as possible on its short, medium and long term determinants through primary health and food security interventions. In addition, PUI was present in Southern Sudan from 2013 to the end of 2019. PUI was implementing health and nutrition activities in Aweil North County, in Lol State (formerly Northern Bahr el Ghazal). The program consisted of support to nutritional sites and support to the primary health care center in Majak Kaar. Finally, PUI has been present in Libya since the beginning of 2017 through a program of mobile clinics in the Benghazi region. These various projects in the region aim to improve access to health care by providing medical treatment and primary health care.

Witnessing the lack of humanitarian aid In South Kordofan, PUI conducted assessment missions in January and February 2020 that confirmed and identified the existing needs in this region.

Considering the results of this last assessment, PUI wants to contribute to the sustainable improvement of the coverage of the population's basic needs by reducing mortality and morbidity of the populations affected by the crisis in Sudan through an integrated approach.

Thus, PUI, in consortium with TGH in lead, recently submitted a project to support the sustainable recovery of basic services in the sub-district of El Abassiya in South Kordofan to the Crisis and Support Center (CDCS). The project will be implemented through, on the one hand, school infrastructures rehabilitation activities, EHA activities, the setting up of a mobile clinic to support the displaced populations and, on the other hand, the distribution of educational and health facilities. PUI also wishes to emphasize training of community health workers and the strengthening of local capacities to support health centers. The project should start in September 2020.

For 2020, the major objective of PUI and TGH is to bring about strong sectoral improvements in Health, Education and Water, Hygiene and Sanitation in several villages of Al Abbasiya sub-district (South Kordofan).

In this context PUI is looking for a strong and experienced head of mission.

Configuration of the Mission

BUDGET FORECAST 2020	600 000 EUROS
BASES	KHARTOUM
NUMBER OF EXPATRIATES	5
NUMBER OF NATIONAL STAFF	19
NUMBER OF CURRENT PROJECTS	1 – Mission opening
MAIN PARTNERS	CDCS
ACTIVITY SECTORS	Health (–for PUI) WASH, Education, Nutrition (for TGH)
EXPATRIATE TEAM ON-SITE	Head of mission, logistics coordinator, administrative and financial coordinator, field coordinator, health coordinator

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 for projects and for the bases. 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.
- ▶ **Car park:** He/She is responsible of the management of the car park (availability, 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 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 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 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 Head of Mission concerning potential changes relating 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 of the 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 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 the 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.

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.

4. 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 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.

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 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.

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 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.

7. 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.
- ▶ 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

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

- ▶ Participation on the mission opening regarding the logistic aspects
- ▶ Participation on the development of safety regulations
- ▶ Participation on the recruitment and training of national staff

Team management

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

- ▶ Direct management: 3
- ▶ Indirect management: 8

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	Bac + 2 to + 5 – in logistics (purchases, transport etc)	Bioforce
PROFESSIONAL EXPERIENCE		
<ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	Min. 1 year <i>A fortiori</i> Min. 2 years	<ul style="list-style-type: none"> ▶ Experience in security management ▶ Experience in a similar field

KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Familiarity with stock procedure, car park management, telecommunications etc ▶ Familiarity with the procedures of institutional backers_(OFDA, ECHO, AAP, UN agencies etc) 	<ul style="list-style-type: none"> ▶ Mastery of techniques such as communication, energy, electricity and computer technology ▶ Good writing skills
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	X	
SOFTWARE <ul style="list-style-type: none"> ▶ 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 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