

Preliminary Job Information

Job Title	LOGISTICS & ADMINISTRATIVE OFFICER
Country & Base of posting	ARMENIA - YEREVAN
Reports to	HEAD OF SUPPORT DEPARTMENT
Expected Date Of Arrival	01/05/2021
Duration of Mission	6 months
Funding ensured until (date + no. of months)	30/11/2021 – 8 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

On 27 September 2020, heavy fighting broke out along the border in and around the disputed territory of Nagorno-Karabakh —the most serious escalation since 2016. Civilian casualties have been reported on both sides, while many houses and public infrastructures in the conflict zone, such as schools, roads and communication networks, were also damaged. According to official statements, around 90.000 people – equivalent to two-thirds of the Nagorno-Karabakh population – have been displaced as a direct result of the conflict. Nearly 90% of the spontaneous arrivals were women and children, and the majority of them fled to the capital Yerevan as well as to the cities of Goris and Sisian. Following heavy clashes, the President of Azerbaijan, the Prime Minister of Armenia, and the President of Russia signed a 9-point statement on cessation of hostilities on 9 November 2020.

The massive influx of spontaneous arrivals is adding pressure on already limited resources in cities and localities where they seek safety. Moreover, the pandemic of COVID-19 and the post-conflict situation affect the capacity of the hosting communities to provide sustained support. While the health care system is stretched, MHPSS needs increased significantly.

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. Following the conflict escalation in Nagorno-Karabakh at the end of September 2020, PUI decided in October to organize a first exploratory mission in order to meet state authorities and humanitarian actors in Armenia, and thus evaluate the support that the organization would bring to this response.

In light of the fast evolution of the context and the ceasefire signed between Armenia and Azerbaijan, PUI decided to organize a second needs-assessment in December, in particular in MHPSS. Indeed, the conflict's escalation is part of long-term tensions that had already impacted the mental health of Armenians, but the war has definitely exacerbated pre-existing MHPSS needs. Considering the results of these two assessments, PUI wants to contribute to the reduction of the suffering of host communities, spontaneous arrivals and returnees affected by the conflict in Armenia through a MHPSS approach at first.

For 2021, the major objective of PUI is to bring about strong sectoral improvements in MHPSS in Armenia and look into new PUI sectors to include in our mission strategy over 2021.

In this context, PUI is looking for a **logistics and administrative officer (national position)** in order to contribute to the support of the mission and its projects.

Configuration of the mission

ESTIMATED BUDGET 2021	TO BE CONFIRMED
BASES	1 - YEREVAN
NUMBER OF EXPATRIATES	3

NUMBER OF NATIONAL STAFF	3
NUMBER OF CURRENT PROJECTS	1
ACTIVITY SECTORS	MHPSS

Job Description

Overall objective

The Logistics & Administrative Officer (“Admin-Log”) participates to the proper functioning of the logistics and administrative services of the site, in compliance with the procedures of PUI and donors.

Tasks and Responsibilities

- ▶ **Logistical support:** He/She supports the Head of Support (HoS) services with logistical operations, in particular in the procurement process and the daily organization and functioning of the office.
- ▶ **Human Resources:** He/She supports the Head of Support services in regards to activities related to administrative and human resource management.
- ▶ **Administrative Support:** He/She supports the Head of Support services in regards to administrative questions at the site, and maintain compliance with relevant procedures.

Specific Goals and Related Activities

1. LOGISTICS SUPPORT

- ▶ Under the supervision of the HoS, He/She ensures that the needs of the site are met (support, programming) while making sure that all donor and internal procedures are respected. To do so, He/She is in charge of the local purchases administrative files, including quotations, analysis, purchases and reception of the goods.
- ▶ Under the supervision of the HoS, He/She ensures that the logistics monitoring tools are up to date.
- ▶ Under the supervision of the HoS, He/She maintain the site equipped with the minimum of infrastructure, furniture and commodities necessary for execution of the work and accommodation of teams, in optimal conditions of safety.
- ▶ He/She organizes the movement of vehicles when requested.
- ▶ Under the supervision of the HoS, He/She ensures adequate identification and storage arrangements for all property and equipment.
- ▶ He/She prepares and updates the inventory of supplies and equipment for the site, and submits it to the HoS.
- ▶ He/She makes sure that the premises are kept in a good state at all times.

2. HUMAN RESOURCES SUPPORT

- ▶ Under the supervision of the HoS, He/She participate to the administrative management of local staff, in particular, payroll operations, monitoring absences, the construction, updating and archiving of personnel files.
- ▶ He/She support the integration of any new employees at the site, and ensures, in particular, that logistical, administrative and HR, as well as procedures for the use of communication and transportation are explained and understood.
- ▶ He/She support his/her colleagues in regards to any logistics and administrative question when needed.

3. ADMINISTRATIVE SUPPORT

- ▶ Under the supervision of the HoS, He/She provides support to any administrative question in regards to legal and fiscal questions in the country.
- ▶ When required and requested by the HoS, He/She is the interlocutor of legal authorities in country.
- ▶ When required and requested, he provides the HoS with translations from English to Armenian and vice versa.

4. ENSURE REPORTING AND DISSEMINATION OF INFORMATION

- ▶ He/She ensures that a good communication is kept between and within the department.

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

- ▶ First purchases to set up the office + organization of a proper work environment
- ▶ Administrative support in regards to legal and fiscal questions
- ▶ Support in the organization of the first activities of the project

Team Management

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

- ▶ Direct management : 1 Cleaner (local)
- ▶ Indirect management : NA

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Logistics ▶ Administrative and Human Resources 	<ul style="list-style-type: none"> ▶ Humanitarian ▶ Development
PROFESSIONAL EXPERIENCES	Min. 2 year	Professional experience in associations, NGOs
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Logistical skills ▶ Administrative and Management skills 	<ul style="list-style-type: none"> ▶ Knowledge of procedures: institutional donors ▶ Knowledge of the non profit world
LANGUAGES	X (compulsory) Armenian	Russian
SOFTWARE	X	

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

- ▶ Ability to work independently
- ▶ Ability to withstand pressure
- ▶ Quick Learner
- ▶ Motivation
- ▶ Sense of diplomacy
- ▶ Capacity to adapt and organizational flexibility
- ▶ Organization, rigor and ability to meet deadlines
- ▶ Ability to work and manage affairs professionally, and with maturity
- ▶ Ability to represent the activities and mandate of PUI before local authorities