

VACANCY: Logistic Manager (Consultancy)

Location: Zahle, Lebanon, with field visit all over the country

Job Title: Logistics Manager (Consultancy)

Type of contract: Consultancy 4 months

Starting date: ASAP

Monthly Net Salary Range: 3000-3500 EUR

Application deadline: 30/09/2018

Application procedures:

Send your CV and cover letter to job.openings@gvc-italia.org with reference **L16** only preselected candidates will be contacted; the applications will be reviewed as they are received and the position may be awarded before the deadline

GVC is an Italian NGO founded in 1971 active in international development and humanitarian aid projects.

We work to return dignity to entire communities; we fight poverty and injustice so that the fundamental rights of every person can be recognised. In almost fifty years of activity, we have reached the remotest corners of the world, setting up thousands of sustainable development cooperation projects.

During a humanitarian emergency, GVC works to rebuild what has been destroyed and to rekindle growth and sustainable development processes. Our interventions aim to increase the population's resilience, enhancing a community's capacity to find, within its fabric, the skills and resources necessary to grow in a self-sufficient manner.

Our staff is the key to achieving ambitious goals. With nearly 770 professionals employed and 250 partners, over the past 12 months GVC has reached 1.4 million people. The organisation's programmes are co-funded by the most important humanitarian and development aid donors such as EU (DEVCO, EACEA, ECHO, NEAR), United Nations (OCHA, UNHCR, UNDP, UNICEF, WFP, FAO) and individual countries (AICS, JICA, France and Dutch Embassies) as well as by private donors and foundations.

Our programmes rely on highly specialised staff, able to implement tailored methods and practices in order to meet the different needs of beneficiaries and donor requirements.

The challenges that characterise the environments we work in are tackled by creating innovative synergies that draw on teamwork, multi-disciplinary experiences and by pairing international and local expertise.

Respect for individuals and constancy are essential and inalienable characteristics if operating in contexts requiring strong human and professional talents.

Being part of the GVC team means taking part in the development of a dynamic organisation where the contribution of each staff member is promoted and valued, working together towards the collective achievement of our goals and vision.

Job description

GVC has been working in Lebanon since 2006, and within the Syrian crises response since 2012. Historically the organization has implemented activities related to basic assistance, WASH service provision and infrastructure; livelihood and protection and inclusion activities. Currently GVC works in both Humanitarian and Development, aiming to:

1. Provide access to basic assistance;
2. Strengthen the protection of vulnerable communities through an integrated community-based approach;
3. Enhance socio-economic development;
4. Improve local water provision system through No Revenue Water approach.

At present the main donors are: Italian Cooperation (AICS), EU (ECHO, MADAD Trust Fund), UNHCR, and OCHA.

Within this framework, GVC is recruiting a Logistics Manager (consultant) who will be responsible to design the overall logistics department strategy, SOPS, tools and procedures and train and coach the logistics team in the management and implementation the strategy.

Main tasks and responsibilities

- Ensure the respect of GVC and donor Logistics guidelines (management of purchase, stock, supply, equipment, vehicle) on the mission and put in place relevant procedures and SOP
- Train, coach, technically supervise and provide a logistical support to the different GVC offices and Logistic team
- Coordinate the logistics activities all over the mission by being in support and in close collaboration with the project staff and the support staff
- Report on regular basis about all logistics activities within the mission to the Area Manager and Country Representative

REPRESENTATION

- Establish links and Active participation to logistics and information meetings (NGO coordination, etc.);

GENERAL COORDINATION

- Setup coordination routine system and tools (meetings, reports, situation points, etc.) to ensure a smooth diffusion of relevant information (logistics) at mission level;
- Train and Coach logistics support and advice specifically to the Project team on regular basis. Frequent movement have to be expected between the different offices;
- Ensure a pro-active link between the field (needs) and logistics team (needs & support)

and play a continuous interface role;

PURCHASE MANAGEMENT

- Ensure the respect of GVC (and donor if required) purchase procedure and establish operational mechanisms
- Identify and plan the mission purchases in collaboration with logisticians and Managers
- Create mechanisms to ensure the quality of the purchase and the delivery deadlines;
- Establish a Follow up of the order/purchase until delivery
- Ensure regular purchases follow up in close collaboration with the Administration Department for down payments and monthly budget follow up.
- Create and ensure preparation of weekly procurement follow up updates according to the format available at the mission

STOCKS MANAGEMENT

- Ensure the respect of GVC (and donor if required) stock management procedure and produce operational tools and SOPs
- Set up/improve a mechanism to Manage regular inventory (monthly, quarterly, yearly) for the different items stored within the mission
- Plan the stock supplying according to local constraints
- Improve the warehouse management and control system;
- Ensure the security and the follow up of the equipment used on the mission (identification, inventory, affectation);
- Ensure the security and the follow up of the communication and IT equipment (and supplies) on the mission (identification, inventory, affectation) ;

VEHICLE MANAGEMENT AND MAINTENANCE

- Ensure the respect of GVC (and donor if required) vehicle management procedure and operationalize tools
- Supervise the general follow up of the mission vehicles (consumption checks, movement planning, etc.)
- Ensure a regular maintenance on the different vehicle of the mission, setup appropriate maintenance contract with supplier or ensure an appropriate repair process with local technicians
- Handle transport contract negotiation with suppliers and follow up;
- Define the more relevant means of transport for goods delivery and process the administrative formalities related to (by road, by plane, by boat, etc.).

TEAM MANAGEMENT

- Train and ensure strict application and respect of the Internal Regulation by your related staff. You can suggest to the administrator precision/adaptation of certain rules taking into account the specific context of the mission (security, social life, leaves, etc.);
- Advice on team organization and distribution of tasks

REPORTING

- Centralize all logistics information available on the mission and consolidate a monthly report (into the proper reporting form) to be delivered to the managers & the HQ.
- Prepare a weekly report to be delivered to the CR and AM
- Participate to the monthly situation report (SITREP) by providing relevant data related to your position;

Professional experience

- High degree diploma is recommended in Logistics
- Strong experience in the related field (minimum 5 years)
- Experience in NGO compulsory, preferably in emergency context and MENA
- English mandatory (oral and written)
- Strong interpersonal and intercultural skills
- Ability to work under high pressure with a great level of personal organisation
- Diplomacy sense

Professional capacities skills

- Fluent in English both written and verbal
- Good leadership and communication skills
- Understanding of and commitment to humanitarian principles and values
- Highly organised and able to work respecting deadlines
- Passionate in the job, flexibility to adjust to changes
- Ability to work in team with respect
- Driving licence

Will constitute an asset

- Previous experience in the Middle East
- Knowledge of the humanitarian context in Lebanon.
- Knowledge of Arabic