

VACANCY: Country Logistics Manager

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

Job Title: Country Logistics Manager

Type of contract: 5 months (renewable according to funding)

Starting date: February 2019

Monthly Net Salary Range: 3000-3500EUR

Application deadline: 01/01/2019

Application procedures:

Send your CV and cover letter to job.openings@gvc-italia.org with reference **L18** 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:

- Provide access to basic assistance;
- Strengthen the protection of vulnerable communities through an integrated community-based approach; Enhance socio-economic development;
- 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.

Main tasks and responsibilities

Within this framework, GVC is recruiting a Logistics Manager who will be responsible for the smooth functioning of logistics on the mission, in compliance with procedures and guidelines. He/she makes sure the logistics' capacity and resources necessary for carrying out the programs are available and efficient, and actively participates in the mission's strategic management.

Technical Management (65%)

Supply chain management

Procurement

- Ensures the right items are purchased at the right time and at the right price on the mission.
- Guarantees the respect of GVC and donors procurement procedure following a risk management approach.
- Leads needs identification and procurement planning of the projects alongside the logistics teams and the relevant programme staff (PM...)
- Ensures quality purchases and delivery follow-up tools are in place;
- Ensures smooth liaison is implemented between departments provided to requesters and finance departments.

Storage

- Ensures the respect of standard stock management procedures and controls are implemented.
- Ensures regular inventory are done and feed properly the mission's procurement tactics and reporting to donors.

Fleet management

- Ensures optimum management of the rented fleet of 2x4 and 4x4
- Ensures the respect of standards vehicle management procedures
- Supervises the general follow up of the mission vehicles (consumption checks, maintenance movement planning...)

Fixed Equipments Management

- Ensures the management and the follow up of the equipment used on the mission (identification, inventory, affectation)

Field offices support and team management (15%)

Technical – Guidance - Control

- Ensures the logistics department and its teams are involved and contributing in every step of the project cycle.
- Supports and builds capacity the logistics staff working on the mission (training, coaching, guidance...) and ensures strict application and respect of HR and Ethical standards.
- Ensures HR setup is proactively and properly sized to the level of operations.
- Advises field offices and projects on logistics topics

Coordination and Representation (10%)

Information circulation

- Ensures smooth collection and/or dissemination of relevant logistics information at mission level by maintaining optimal coordination routine system and tools (meetings, reports, situation points...);
- Promotes and ensures a pro-active link between the programs and logistics team and plays an interface role when needed;

Representation

- Establishes and maintains links with external stakeholder (suppliers, partners...) and participates actively to logistics' information and coordination forums (NGO coordination, consortium's working groups...);

Compliance and reporting (10%)

- Centralizes all logistics information available on the mission and consolidates a monthly report.
- Participate to the monthly situation report (SITREP) by providing relevant data related to your position;
- Ensure the respect of GVC and donor Logistics guidelines (management of purchase, stock, supply, equipment, fleet) on the mission and put in place relevant procedures and SOP.
- Feeds the donors reporting as per needs.

Professional experience

- High degree diploma is recommended in Logistics
- Strong experience in the related field (7-10 years' experience, 5 as Manager)
- 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