

CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

TERMS OF REFERENCE - EMERGENCY LOGISTICS COORDINATOR

Purpose / Role

Manage the efficient and timely movement of food and non-food relief supplies. Arrange and manage the necessary support facilities (such as fuel storage, radio equipment operations, vehicle maintenance, computers & office equipment / supplies) and associated procedures needed to support the operation. Job responsibilities are very broad and may include anything needed to set up and maintain operations and frequently involve work with other agencies to accomplish this objective.

Responsibilities and Tasks

1. Management and Implementation

- Identify requirements and establish and maintain all logistical infrastructures for administration and operations.
- Identify and analyse procurement and transport requirements including those of collaborating agencies and host counterparts as appropriate. Take responsibility for fleet management including develop vehicle plans for fuel and maintenance requirements and costing.
- Take responsibility for movement of all goods and equipment including coordinate with Warehouse Manager, Procurement Manager and Distribution staff to ensure efficient and timely delivery of relief commodities.

2. Budget development

- Establish funding requirements for logistics sector. Work closely with Finance Manager to prepare logistics and programme support budget.

3. Safety and Security

- Work closely with the Security Officer to ensure security of logistics infrastructure including selection, training and management of security staff and delegation of responsibilities for locking and material releases.

4. Coordination

- Represent CARE in logistics coordination meeting and ensure coordination with partners, local authorities, UN/INGOs.
- Ensure CARE participation and involvement in Logistics cluster activities and coordination when there is a cluster activation.

5. Human Resources and Administration

- Work closely with Human Resources Manager: to identify personnel requirements and develop labour plan with details of labour requirements and work schedules; prepare job descriptions and management structure including all skilled and unskilled jobs; establish pay rates for all staff and preparation/ execution of regular payroll; and oversee recruitment, training and supervision of staff if needed.
- Produce performance appraisals for Logistics staff as required.

Key Internal Contacts

Team Leader and/or ACD Program Support.

National/Country Office Logs Manager, Procurement Officer, Food Aid Manager, Wat-San Specialist, Camp Manager (when appropriate), Security Advisor/Officer

Key External Contacts

UN (particularly WFP, UNHCR, UNICEF), Logistics cluster/ INGOs Logs Managers and Procurement Officers National / international suppliers and freight forwarders, National customs authorities and/or relevant ministries (planning, Foreign affairs, etc), INGOs / Red cross / UN security officers/focal points if appropriate.

Reporting lines

Reports to the Team Leader and ACD Programme Support or CD

Depending on the scale of operations and adopted management structure may supervise transport, warehousing and security personnel as well as local manual labour.

Selection Criteria

Core Competencies

- **People Skills:** Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.

Technical Competencies for this position

- Previous logistics operations experience in medium-large scale complex emergencies.
- Comprehensive knowledge of the different elements of the supply chain in humanitarian context.
- Previous experience in conflict affected areas / natural disasters areas with limited infrastructure.
- Capacity to develop work plans and budgets, negotiate contracts, take quick and relevant decisions.
- Experience in multi-donor funding environment will be useful.