

JOB TITLE

Logistic manager/coordinator

LOCATION

International, including remote and insecure locations

INTRODUCTION

Save the Children International is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we will be able to ensure that some of the fundamental rights that we believe children have, such as survival, safety and constant access to protection and education can be guaranteed. As part of a commitment to work with children through humanitarian interventions Save the Children will support programmes in both sudden onset and chronic emergency situations.

ROLE

This role will lead or manage the set up or scale up of emergency response logistics functions and responsibilities and will supervise and manage logistics staff. This role will support the Response Manager and other members of the senior management team on the best use of Save the Children's resources, and will work at a country or regional level. The role might include logistics support to large and/or complex programmes, with a broad spread of programmes, staffing, thematic interventions, and complexity. As such, the role may include remote management, management of multiple field bases or direct line management of single project or function. The post-holder will learn lessons from each assignment to help improve future practice.

The main responsibilities of this post will vary according to the terms of reference for each assignment.

MAIN RESPONSIBILITIES

- Management of programme logistics; develop and or implement the country logistics policies and procedures for the management of the supply chain, including one or more of the following areas; procurement, transport and distribution, warehousing and stock management, management of vehicle fleets, communication systems, and assets;
- Ensure that Save the Children minimum standards of logistics procedures and country policies (for the areas of responsibility) are implemented and adhered to throughout the programme, briefing and supporting relevant staff as required;
- Manage and/or support logistics staff according to the area of responsibility possibly including ensuring appropriate team structures / clear division of responsibilities - clear objectives / management of performance - areas relating to budgets / technical aspects of the programme - implementation mechanisms;
- Ensure that the supply chain is appropriate and cost effective, based on budget, markets, infrastructure, nature of the Save the Children programmes, and need for timely delivery;
- Provide logistics training and capacity building as required across the programme;

QUALIFICATIONS AND EXPERIENCE

Essential

- Prior experience in logistics management in the NGO sector, within complex/large scale country programmes and in emergency response/humanitarian environments;
- Substantial experience in technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, fleet management, asset management, communications, and security;
- Experience of developing / implementing a complex international supply chain to support different types of programmes, and coordinating resources to meet the programme objectives;
- Experiencing in managing and supervising others in logistics including capacity building;
- Cultural awareness, with strong written and spoken communication and interpersonal skills in English.

Desirable

- Technical experience/training in specific areas of logistics eg fleet mechanics, IT/communications networks;
- Technical experience/knowledge in specific types of humanitarian intervention eg Health, WASH, Food Security;
- Fluent in French, Spanish, Portuguese, or Arabic.

WORKING CONDITIONS

All Global Roster members are available and ready to be deployed anywhere in the world at short notice. They will normally work unusual hours and are often working in stressful and insecure environments.

Date: September 2014