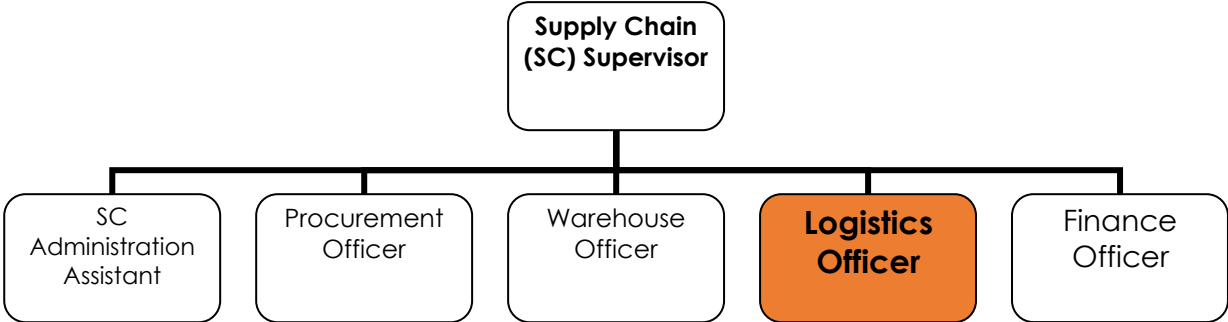


**CARE SC Hub - Gaza Response
POSITION DESCRIPTION**

Organogram



Position title: Logistics Officer

CARE Core Values Commitment:

The core Values Commitment describes who we are, what we do, and how we do it. It reflects our core values of LEARNING, INTEGRITY, DIVERSITY, EQUALITY, and EXCELLENCE, which serve as a foundation for all what we do. The core Values Commitment articulates our shared expectations of each other including our board, staff, volunteers, interns, partners, and contractors globally.

Project summary:

The Supply Chain hub has been established to support the emergency response to the conflict escalation in Gaza strip. The main purpose of this project is to lead and facilitate provision of life saving assistance to those affected by conflict. The Supply Chain Hub hosted by CARE Egypt will be responsible for procurement and transport of humanitarian goods to support CARE Palestine's Gaza Crisis, in line with CARE's WBG Response Plan. All procurement passing through the supply chain hub will be in line with the CARE Gaza Response Plan and various donor and CARE Policy compliance. Prioritization of items will be based on current humanitarian needs, and shipment and procurement will be approved by the Emergency Response Director. CARE Palestine and CARE Egypt will ensure close coordination and collaboration throughout the procurement, warehousing, and transport process in consultation with the relevant stakeholders such as the Egyptian Red Crescent (ERC), UN OCHA, LogCluster, etc.

Role profile:

The purpose of the role of Logistics Officer is to 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, track pipeline shipments and coordinate with external stakeholders such as Egyptian Red Crescent (ERC), Palestine LogCluster, UN OCHA, etc to ensure convenient mechanism and corridor to deliver humanitarian relief cargos at speed. Job responsibilities are very broad and may include anything needed to set up and maintain operations and frequent involvement to 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 SC hub staff: Warehouse officer, Procurement officer and Distribution staff or partners at CARE Palestine to ensure efficient and timely delivery of relief supplies.
- Prepare logistics tracking sheet report weekly to update on the status of humanitarian relief supplies movement.
- Prepare summary report of coordination meetings attended and share with SC Supervisor on a timely base.

2. Budget development

- Establish funding requirements for logistics sector. Work closely with Finance officer to prepare logistics and SC hub budget.

3. Safety and Security

- Work closely with the CARE Egypt and CARE Palestine Security to ensure security of logistics infrastructure including selection, training and management of 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 in consultation and coordination with the SC Supervisor.
- Ensure CARE participation and involvement in Logistics cluster activities and coordination with partners and Peer-INGOS as deemed necessary by the SC supervisor.

5. Human Resources and Administration

- Work closely with CARE Palestine and CARE Egypt Human Resources leads: 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.

QUALIFICATIONS (KNOW HOW)

A) EDUCATION/TRAINING

Required:

- Bachelor's degree in relevant field (Business Administration, procurement / purchasing, logistics) or other related fields.

Desired:

- Certification in Humanitarian Logistics management

B) EXPERIENCE

Required:

- Minimum 4 years' experience in a similar role dealing with humanitarian response.

Desired:

- Previous experience in conflict affected areas / natural disasters areas with limited infrastructure.

C) TECHNICAL SKILLS

Required:

- Proven language proficiency in written and spoken English.
- Excellent use of spreadsheets for data compilation and analytics.
- Comprehensive knowledge of the different elements of the supply chain in humanitarian context.
- Capacity to develop work plans and budgets, negotiate contracts, take quick and relevant decisions.
- Experience in multi-donor funding environment will be useful.
- Driving license

D) COMPETENCIES

People Skills, Communication Skills, Integrity, Resilience/adaptability and flexibility, awareness and sensitivity to self and others, 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 of CARE policies and procedures, Sphere standards, and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.

CONTACTS/KEY RELATIONSHIPS

External: agencies, Logistics cluster/ INGOs Supply Chain/Logs Managers and Procurement Officers

National / international suppliers and freight forwarders, National customs authorities and/or relevant ministries (planning, foreign affairs, etc), INGOs / Egyptian Red cross / UN security officers/focal points if appropriate.

Internal: Humanitarian Director, Supply Chain Supervisor, Ops director in CARE Egypt, ACD-PS, Emergency Response director and Procurement officer in CARE Palestine. Sector specialists both in CARE Egypt and C-Palestine. Regional Management unit, CEF Safety Manager

WORKING CONDITIONS AND LEVEL OF TRAVEL REQUIRED.

The incumbent based in Cairo with extensive travel to field location within Egypt.

Incumbent's Signature: _____ **Date:** _____

Immediate Supervisor's Signature: _____ **Date:** _____

Next Level Supervisor Signature: _____ **Date:** _____