



CARE International in Lebanon

JOB DESCRIPTION

Position: Senior Logistics and Security Officer

Organization:	CARE International in Lebanon			
Department/Division:	Support			
Unit:	Procurement and Logistics			
Last Update:	Opened			
Category:	Senior Logistics and Security Officer			
Work Location:	Beirut			
Supervisor:	Admin Manager			
Posting Restrictions	None			
Job Summary:	This position works in close consultation with the Administration Manager and is responsible for ensuring the timely, compliant and quality procurement for CARE International in Lebanon, all fleet management and security.			
Supervisees:	Procurement and Logistics Assistant			
Working Travel:	This position will be based in Beirut, with frequent travels to the field offices.			
Salary:	Based on CIL salary scale			
Employment Start Date:	November 1, 2018			
Duration of Contract:	12 months renew			
Contract Type:	Fixed term			
Other contract elements:	Benefits: Social security/Health Insurance & Transport allowance. The direct supervisor reserves the right to adapt this job description at any time during employment according to needs. Any extension of this contract is dependent on performance review and funding availability.			
Education & Certification:	Minimum Bachelor's degree – Master's degree is optional			
Minimum Education Level:	Bachelor's degree in Business, Finance, Logistics, Procurement, Administration or any related field			
Proven Experience:	<p>5-7 years minimum experience in a similar role working in procurement and logistics functions, with knowledge of major donors' guidelines (e.g. ECHO, EU, DFID, DevCo, BPRM, USAID, DFAT, and other)</p> <p>Experience managing all donor-funded projects with International NGO's particularly those addressing right based approaches and women and gender issues.</p> <p>Strong analytical skills, computer literacy, and excellent documentation and communication (oral and written) skills are essential.</p> <p>Demonstrated ability to work under pressure, excellent planning skills and provide timely quality information and reports</p> <p>Ability to work well with a team and establish relationships with other teams/offices</p> <p>Cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures with highly developed interpersonal skills and fluency in English</p>			
IT / Software / Technical Skills:	Good command of Excel, Word, and Outlook			
Language Skills:	Language	Speaking	Reading	Writing
	English	Fluent	Professional	Professional
	Arabic	Fluent/Mother tongue	Professional	Professional
	French	Intermediary (desired)		

<p>Competencies</p>	<ul style="list-style-type: none"> • Ability to work independently with minimum supervision and with a strong leadership • Strong sense of ownership and able to see through the completion of task assigned • Demonstrated managerial and practical experience • Excellent time management skills, ability to organize and prioritize tasks, and meet deadlines • Sense of diplomacy and negotiation • Ability to operate effectively in a stressful environment • Flexible and adaptable • Ability to improve and institutionalize approved logistics and security processes • Adapt to changing environment • Excellent interpersonal skills with ability to ensure logistics and understanding among all teams • Decision-making skills • Demonstrate fairness, integrity and impartiality <ul style="list-style-type: none"> • Problem-solving and mediation
<p>Detailed Responsibilities & Tasks</p>	<p>Responsibility #1: Procurement Management</p> <ul style="list-style-type: none"> • Work closely with program staff to prepare and update on a weekly basis the procurement plan, provide guidance and input to program staff on the feasibility and allowability of procurement • Issue call for tenders, manage the distribution of the tender dossier with vendors, submission of tenders, facilitate and lead on the Administrative, Technical, and Financial bid opening and ensure compliance with CIL and donor rules and regulations. Prepare minutes of tender opening, tracking sheets, and other documentation. Obtain CIL and C-F approvals where applicable. Issue contracts and ensure compliance to CIL, donor, and Lebanese Government compliance. • Ensures timely and accurate procurement of all goods according to approved budget lines and donor guidelines • Create vendor/ consultant list based on scanning market against program/departments need, ensure CARE Lebanon Approved Vendor List is always updated and maintained and complies with the procurement policy requirements. Fulfill the bi-annual anti-terrorism reporting requirements of CARE Lebanon. • Review procurement transactions prepared by the Procurement & Logistics Assistant and perform monthly procurement spot check • Review requests submitted by program staff and issue requests for payments upon mission \tasks\ service accomplishments are received from service provider. • Ensure the proper collection and archiving of new vendors files • Maintain procurement and logistics information management filing system for contracts and expenditures • Ensure compliance with CIL and donor procedures (SOPs) and procurement guidelines, ensures that all staff are well informed and knowledgeable about the relevant donor guidelines <p>Responsibility #2: Distribution and Logistics Management</p> <ul style="list-style-type: none"> • Ensure compliance to all CIL and donors' logistics guidelines & procedures on CIL mission • Coordinate the logistics activities in close collaboration with the program and support staff this includes but not limited to; arranging for distribution sites booking, transportation of goods and services to the distribution site, and similar support functions to ensure sound distribution • Assess the needs and oversee the installation of office equipment, supplies, utilities (stationary, filing systems, photocopier, furniture, water, electricity, etc.). • Ensure office supplies are always renewed when necessary and initiate the procurement of supplies • Ensure office premises, accommodation are managed, maintained and meet assessed required security standards, including medical kit and fire extinguishers. • Ensure long term contracts for CIL operations are valid and competed for, IT service provider, taxi, car rental, fuel, internet service, and similar running costs
	<p>Responsibility # 3: Fleet and vehicles movement</p> <ul style="list-style-type: none"> • Organize and maintain the vehicle movements as per team needs, including organizing taxis • Maintain CARE International transportation procedures and vehicles maintenance. • Ensure that the administrative documents for all vehicles are available, filed, and monitored. • Monitor the use of vehicles (consumption and mileage, damages, administrative documents), consolidate, analyze and report the data for each vehicle. • Ensure the proper ordering, dispatch, use and follow up of fuel cards and logbooks. • Verify that the rental vehicles and taxi companies comply with CIL regulations and needs.

- Participate in drawing up mechanical assessments for vehicle and report them to the line manager and car rental suppliers.
- Report all cars incident to the line manager and prepare the relevant reports.
- Give initiatives and implement activities for the proper function of the fleet management.
- Provide support to Tripoli fleet and drivers management

Responsibility #4: Assets Management

- Make sure CIL (and donors' if required) asset management procedures are implemented and respected when applicable
- Manage CIL asset tracker and labelling as per CIL Asset Policy
- Ensure the security and the follow-up of the equipment used on the CIL mission (identification, asset tracking, maintenance, warranty)
- Supervise the installation of equipment and ensures they run smoothly and are maintained and ensure any necessary repairs are duly carried out.
- Ensure proper donation certificate/hand over sheets are issued, signed, and maintained on file
- Provide regular asset audit for the different items stored within the CIL mission

Responsibility #5: Representation and Capacity Development

- Act as the direct interlocutor of CIL towards providers and companies, for all issues related to logistics, in coordination with the DCD-PS
- Participate to logistics coordination and in information meetings
- Conduct procurement training and the orientation to the new comers, prepare the required reports and analysis to improve the procurement process.
- Conduct regular training session to CIL program and support staff to ensure lesson learned are discussed and action points are set and implemented
- Regularly provide on-site support and procurement and logistics capacity development of CIL Tripoly Office Logistics and Procurement personnel

Responsibility #6: Administrative side of Safety & Security

- Act as the safety and security focal point
- Participate in the yearly review of the S&S SOP
- Update S&S SOP and safety brief as the context changes and ensure compliance
- Ensure visitors are provided with welcome package and ensure the required forms (RED and registration) are on file
- Provide safety and security brief to new joiners and visitors and be the S&S focal point during their visit
- Report and archive security incidents
- Conduct S&S assessment of facilities and location of program
- Conduct annual mandatory S&S training to staff including first aid training
- Train drivers on emergency response
- Send emergency texts and alerts of protests and road closures to staff, visitors, and partners
- Update and train staff on warden tree
- Work with Admin team to conduct Occupational Health and safety assessment

Perform other duties as assigned by the Admin Manager and DCD- Support

How to apply?

Interested applicants to send their resumes and cover letter dnpsscruitment@carefrance.org by October 30, 2018