



## **Urgent JOB OFFER**

### **LOGISTICS MANAGER**

**SHORT TERM CONTRACT 3 MONTHS RENEWABLE– WORKPLACE: BUCAREST**

**DATE LIMITE DE CANDIDATURE : 13 MAI 2022**

#### **Context**

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Founded in 1945, CARE is one of the world's largest non-political humanitarian networks. Our mission is to fight against extreme poverty. CARE implements emergency and development projects in mutually complementary areas: education, food security, health, drinking water, development of income-generating activities by involving communities and collaborating with local partners. CARE defends women's rights and supports their autonomy. In 2020, CARE France intervened in around thirty countries and is responsible for the management of the offices in Lebanon, Cameroon and Madagascar. The annual volume of resources is €38.4 million. The team present in Paris brings together around sixty people. To find out more about CARE: [www.carefrance.org](http://www.carefrance.org)

#### **Scope of work**

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Depending on the scale of operations and adopted management structure may supervise transport, warehousing, local & regional procurement of relief and operational items and services along with local security personnel and local manual labour where required. This position reports to the ACD Program Support.

Manage the efficient and timely procurement and 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 broad and may include anything needed to set up and maintain operations and frequently involve work with other agencies to accomplish this objective.

#### **Mission**

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##### **Management and Implementation**

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

##### **Budget development**

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

## **Safety and Security**

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

## **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.

## **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 and oversee recruitment, training and supervision of staff if needed.

Produce performance appraisals for Logistics staff as required.

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## **Functional relations:**

### **Internal:**

- Team Leader and/or ACD Program Support,
- Procurement Officer, Food Aid Manager, Wat-San Specialist, Camp Manager (when appropriate), Security Advisor/Officer.

### **External:**

- 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

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## **Profile of candidate**

- **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 Skills**

- 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.

#### **Conditions and how to apply**

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**Contract** : 3 months contract renewable

**Starting date** : ASAP

**Salary** : 3 489,38€ gross monthly + Lunch vouchers, transportation and health insurance paid 100% by employer.

**Work place** : Bucharest

#### **How to apply ?**

Please send your CV – motivation letter in English: [recrutementukraine@carefrance.org](mailto:recrutementukraine@carefrance.org)

Reference : **LOG RO MO**

Limited date to candidate :**13 /05/2022**

**In view of the urgency, we reserve the right to close the offer before the end of the application deadline.**

CARE encourages diversity in its recruitments. With equal skills, CARE considers applications from women and men equally.

Due to the large number of applications, we are unable to respond individually to each applicant. Only those selected will be contacted directly. If you have not received a response from us within 4 weeks of sending your application, please consider your application as unsuccessful.

We would also like to point out that: given the GDPR (General Data Protection Regulation), in the event of an unsuccessful application, we will not keep your application file or any personal information about you. All records will be destroyed.

CARE France applies zero tolerance to the exploitation, sexual abuse and mistreatment of women and children and mobilizes all its employees in the implementation of its global policy.

CARE France will contact the previous employers of the selected candidates to determine if they have been found guilty of breaches of codes of conduct relating to harassment, sexual exploitation or abuse or fraud, or if an investigation was ongoing, at the time of the termination of the previous employment contract, on facts of this type. The transmission of an application for this position entails the acceptance of this system for collecting information from previous employers.