**Job Description**

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| **Position** | Driver and procurement Assistant | **Starting Date** | ASAP |
| **Reference of the offer** | 05/2022 | **Publication Date** | TBC |
| **Location** | Tunis | **Type of contract** | Fixed-term Contract |
| **Duration** | 6 Months (with possibility of renewal) | **Security Level** | Cf SoP |

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| **About ACTED** |
| Since 1993, as an international non-governmental organization, ACTED has been committed to immediate  humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)  In Libya, ACTED intervenes since 2011 , In Libya, ACTED’s aim is to support the most vulnerable and provide them with access to basic services, while supporting the recovery and development of the Libyan population.  ACTED delivers protection assistance to vulnerable, conflict-affected populations, as well as financial support through cash assistance, for households to meet their most urgent needs.  ACTED also promotes social cohesion and community stabilization in communities affected by conflict by addressing infrastructure needs and supporting community-led initiatives.  To enable a resilience of all vulnerable populations, ACTED supports civil society and economic development initiatives. |

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| **Context of the position and key challenges** |
| The driver / procurement assistant is based in Tunisia and support Libya and Tunisia ACTED mission. He is under the line management of Tunis logistics officer. |

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| **Key roles and responsibilities** |
| ACTED is recruiting a Driver and Procurement Assistant for Tunis Mission to support all the procurement made on Tunis base.  The responsibilities of this Positions concern several listed:  **1. Procurement Planning and Supply Chain Management**  Responsible for the mission’s daily purchases (quotation collection, direct relationship with suppliers, material collection, etc.) for the Tunis office (drinking water distribution, maintenance, water/electricity bill, stationery, hygiene equipment and other recurring expenses or not)  **2. Inventory Management**  Responsible for the distribution of materials/products between the office and the guest houses (drinking water, hygiene equipment, etc.)  Contributes to inventory monitoring and storage at the Tunis office as required by his/her supervisor  **3. Transportation Management**  Responsible for parcel collection from Libya or elsewhere.  Responsible for the transport of people in Tunis  Responsible for the transport of people outside Tunis (if necessary)  Responsible for compliance with the rules of conduct in force in Tunisia  Responsible for the use and maintenance of the vehicle supplied by ACTED in Tunisia  **4. Building Management**  Responsible for monitoring maintenance and minor repairs in ACTED offices and guest houses in Tunisia  **5. Other**  Additional tasks may be added to the contract. |

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| **Required qualifications and technical expertise** |
| **Must Have:**   * Time management and organizational skills to keep track of deliveries and stay on schedule. * Exceptional communication and interpersonal skills to interact with suppliers. * A valid driver’s license. * At least one year of experience as driver to perform the job safely.   **Preferred:**   * Previous experience with an NGOs. * Good knowledge of Tunis Area. |

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| **Conditions** |
| Job Title : Driver and Procurement Assistant  Duty Station : Tunis, Tunisia  Working Hours : Full- Time Position - 40h per week  Type of contract : Fixed Term Contract, 6 months (renewable)  Estimated Start date : ASAP  Salary : Salary defined by the ACTED salary grid based on level of education, expertise and level of experience. |

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| **How to apply** |
| Applications must be submitted in [English], attached with a CV, a cover letter and three references. The application form is available here: *The template of Job Application* .  Please send your application until the 22/05/2022 to the following addresses:   * by e-mail: tunis.jobs@acted.org   For any further information, please contact ACTEDtunis.hr-assistant@acted.org mentioning the reference offer. |