Job Description

*A job description is a written statement that describes the employee’s role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.*

Position: Logistics Coordinator

Reports to: Logistics Manager

Supervision of: None

Duty station: Tunisia

Travel: up to 40% in Libya

Duration of contract: Fixed term, renewable based on funding, performance and need for the position

*All NRC employees are expected to work in accordance with the organisation’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.*

1. **Role and responsibilities**

The Logistics Coordinator is responsible to ensure compliance with NRC’s policies and procedures and donors’ rules and regulations in relation to Procurement, Warehousing, Fleet Management and Asset Management. Logistic Coordinator will handle large-scale procurements in collaboration with NRC Country office Logistic management team.

Generic Responsibilities:

1. Provide technical advice and support to implement NRC’s logistics systems and procedures in country.
2. Provide follow-up and controls to ensure adherence to the NRC Logistics Handbook, other NRC policies, SOPs and donor requirements.
3. Ensure anti-corruption, transparency and cost efficiency focus in all processes (e.g. in procurement, fleet management, asset management).
4. Prepare and implement, in coordination with the Logistics Manager, a capacity-building plan for training and development of the logistics team.
5. Follow up on the procurement plans and requisition tracking in the office.
6. Prepare and submit periodic reports and plans as required.
7. Ensure proper filing of all logistics documents.
8. Ensure that NRC’s related activities are implemented within NRC’s Protection mainstreaming guidelines and report any breaches/concerns to the line manager and/or focal point for proper action.

Specific Responsibilities

* Ensure strict implementation of compliance (donors and NRC internal) aspects in all segments of logistic tasks in collaboration with Logistics manager.
* Ensure a leadership and collaboration within logistic team to enable timely implementation of NRC projects.
* Support and provide capacity building for programme teams in logistics related activities in collaboration with Logistics Manager.
* Handle large and medium scale procurements (National Tenders, Long Term Agreements, Requests for Quotations, etc.)
* Ensure that yearly procurement plan is done timely in collaboration with the Project Managers and Area Manager.
* Coordinate with the Area Managers to ensure that a yearly assets count/check for the Area offices is done.
* Coordinate with the Area Manager to ensure that proper warehouse management and yearly stock count/check for the warehouses in the North is done.
* Implement any other logistics related task as requested by the Logistics Manager

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

* Coordinate closely with the Logistics Manager.
* Coordinate closely with the Logistics Officer to identify gaps and areas for technical support within the logistics team.
* Work closely with HR and the other support functions to ensure there is a systematic and coherent approach to capacity building of staff in the team.
* Finance Team in the North
* Project Managers and Coordinators to understand their needs and assist in developing procurement plans

1. **Competencies**

**1. Professional competencies**

* Bachelor degree in business, supply chain, or any relevant field;
* Minimum 3-5 years of experience in Logistics, procurement and contracts management;
* Experience in supply chain operations;
* Experience in fleet, warehouse and assets management;
* Proficient in MS Office applications;
* Fluent in both Arabic and English, written and verbal.

1. **Behavioral competencies**

* Managing resources to optimize results
* Managing performance and development
* Planning and delivering results
* Influencing
* Analysing
* Handling insecure environments

1. **Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

* The Job Description
* The Work and Development Plan
* The Competency Framework