**VACANCY ANNOUNCEMENT**

**Position:** Procurement and Logistics Coordinator

**Location:** Tunis with potential movements in Libya & Tunisia

**Type of contract:** National contract with a first 3 (three) month collaboration contract subject to verification of the achievement of specific objectives (these objectives will be agreed together with the Country Representative upon arrival on assignment); possibility of a second collaboration contract renewable, following the positive evaluation of the first three months of contract

**Deadline:** **November 26, 2022**

**Starting date:** Mid/End December 2022

**Gross Salary:** to be defined according to the candidate’s profile

**Description:**

WeWorld-GVC, recently constituted from the merger of two NGOs, is an Italian secular and independent organization working since 1971 in international cooperation and humanitarian aid. Present in 29 countries with 128 projects, WeWorld-GVC operates in the following areas of assistance: human rights (gender equality, prevention and combating violence against children and women, migration), humanitarian aid (prevention, emergency relief and rehabilitation), food security, access to water, health and hygiene, education, global citizenship education, quality teaching and international volunteering. WeWorld-GVC works mostly with girls, boys, women and youth, actors of change in every community for a fairer and more inclusive world. Supports people overcoming emergencies and guarantees a life with dignity, opportunities and a better future through human and economic development programs, in the framework of the 2030 Agenda. Joining the WeWorld-GVC team means being part of the development of a dynamic organization where the contribution of each staff member is promoted and valued, working together towards the collective achievement of shared goals and vision.

At present, the main donors are Italy (AICS), the EU (DG ECHO), UNICEF, OCHA, and Belgium (DGD).

**Working context:**

**WeWorld-GVC in Libya**

**WeWorld-GVC in Tunisia**

WW-GVC has been operating in Tunisia since 2012 through the implementation of the following intervention sectors:

* Socio-economic and rural development
* Human rights
* Good local governance and community driven development
* Prevention of violent extremism (PVE)
* Mainstreaming sectors: Strengthening civil society & Gender equity

In Tunisia, WW-GVC has a main office in Tunis and a field office in Sidi Bouzid.

The main donors are the Italian Interior Ministry, the Italian Cooperation AICS, Italian provinces.

Tunisia Local team: 5

Tunisia Expat team: 1 dedicated to Tunisia & 4 expatriates working for both Tunisia & Libya missions

**WeWorld-GVC in Libya**

WeWorld-GVC has been operating **in Libya since 2018** through the implementation of the following intervention sectors:

* Humanitarian Aid for host, displaced, migrant and refugee populations through projects promoting access to water, sanitation and hygiene (WASH), primary health, etc.
* Capacity building of Civil Society Organizations (CSOs)
* Promoting respect for Human Rights, in connection with the field of humanitarian protection

In Libya, WW-GVC has its main office in Tripoli and a field office in Sebha (Fezzan region).

The main donors are AICS and the EU Trust fund for Africa

Libya National team: 9 staff

Libya team in Tunis office: 1 dedicated to Libya & 4 expatriates working for both Tunisia & Libya missions

**Job description**

WeWorld-GVC is recruiting a **Procurement and Logistics Manager for Libya & Tunisia** based in Tunis. She/He works under the **direct responsibility** of the Country Representative and under the **technical management** of the HQ Regional Procurement Manager.

She/He has under her/his technical management one logistics and administrative officer in Sebha (South Libya) and one in Tunis office (i.e. planned for 1 additional staff in Tripoli).

She/He works in coordination with: the Finance and Administration Coordinator, the Programs Coordinator and the Projects Managers.

The **Procurement and Logistics Manager** will be responsible for: Logistic Management for both Libya and Tunisia Missions to ensure the efficient functioning of the department including Procurement, Fleet, Premises Management, archiving and reporting to HQ.

**Main tasks and responsibilities**

General Responsibilities

* Ensure the logistics department and its teams are involved and contributing in every step of the supply chain and project cycle to ensure efficiency
* Supports and builds capacity the logistics staff working on the mission
* Ensures strict application and respect of WW-GVC and donors procurement procedures and guidelines
* Ensures team respects HR and Ethical standards
* Visits the other bases on a weekly basis and holds regular meetings with log and program teams to ensure streamlined logistic function
* Adapts the Global Manuals to the Country context and create dedicated guidelines for streamline the supply chain activities within the mission

Procurement

* Project planning; including creation of comprehensive procurement plans for each project, liaison with project managers, finance departments and HQ procurement unit on approval and updates of PP
* Responsible to directly (or supervise) the launching of Procurement Procedures from Direct Purchase to International Tender Thresholds in accordance to WW-GVC Global ProcurementManual and Donor Guidelines
* Drafting of relevant procurement documents
* Work with HQ procurement Unit to implement and manage a new supplier database
* Writing of Supply, Service, Works and Framework Contracts
* Contract Management throughout project cycle including the close follow up on complex Works Contracts
* Establish a procurement follow up report to ensure timely processing of procurement orders
* Ensure procurement documents and files are archived and organized according to Archiving Guidelines to ensure effective organization and compliance for audits and reviews
* Input procurement data for Interim and final procurement reports in accordance to donor needs

Fleet Management

* Supervises the optimization the WW-GVC fleet
* Complete and submit monthly Fuel and Fleet Reports
* Conduct spot checks of log books in close cooperation with the Log Officers, and report any misuse or damages to Country Representative

Asset/ Equipment Management

* Ensure the implementation of a streamlined asset/equipment management system
* Ensure all assets/ equipment are correctly coded, logged and followed up in an asset database
* Ensure all assets are distributed and returned with signed handover sheets by use and country coordination
* Submit monthly asset/ equipment reports

Premise Management

* Ensure the WW-GVC offices and Guest Houses are well managed to ensure staff safety and comfort
* Ensure the office has necessary supplies and equipment and all items are well maintained.
* Ensure the right operation and the supply of fuel of the generator

**ESSENTIAL REQUIREMENTS**

**Qualifications and Knowledge**

* Master or equivalent in Logistics / Procurement
* Deep understanding of the Libyan & Tunisian context
* Fluent in English essential

**Professional experience**

* At least 3 years in humanitarian work in Logistics, including previous experiences in a similar context
* Representation experience with institutions and participation in coordination meetings
* Extensive experience in logistics

**Personal skills**

* Leadership, planning, organization and teamwork skills
* Proactive and dynamic attitude
* Ability to adapt and work under constraint, under pressure and in complex and multicultural contexts
* Interpersonal skills and intercultural approach
* Good listening and communication skills
* Good negotiation and conflict resolution skills
* Strong commitment to the Mission of WeWorld-GVC, genuine interest for international cooperation development topics
* Demonstrates integrity with regards to NGO values and ethical standards
* Displays cultural, gender, religion, nationality and age sensitivity and adaptability
* Treats all people fairly without favouritism

**DESIDERABLE REQUIREMENTS**

* Knowledge of Arabic, French and Italian would be considered an asset
* Previous INGO work experiences in Libya and/or Tunisia

**Comment postuler**

Envoyez votre lettre de motivation et CV à [gvc.tunisia@gvc-italia.org](mailto:gvc.tunisia@gvc-italia.org)