**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | Logistics Assistant | **Starting Date** | ASAP |
| **Reference of the offer** |  | **Publication Date** | 18/10/2023 |
| **Location** | Tunis | **Type of contract** | Fixed Term Contract |
| **Duration** | 6 Months | **Security Level** |  |

|  |
| --- |
| **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)I  |

|  |
| --- |
| **Context of the position and key challenges** |
| Overall management/supervision of purchasing, communications, stock and flight ticket procurement  |

|  |
| --- |
| **Key roles and responsibilities**  |
| 1. **Procurements:**
* Follow-up procurement & supplies (telephone credit, Box internet, DHL, water, office supplies, Guest House purchases, etc.)
* relationship between ACTED and the supplier (payment, visits to suppliers, collect of quotations, etc.)
* Check the follow-up of deliveries of each supply contract;
* Provide all logistical requirements of the office based on ACTED procurement guidelines.
* Communication with local office(s) via email, skype or mobile phone to provide timely procurement support.
1. **Stock Management/Reporting**
* The logistics report must be sent by the zone logistics officer on the 5th of each month to the logistics manager (stock status report, communication report);
* Create separate folders for each report document and file them.
* Ensure that all products and goods are well organised in the Tunis office stockroom
* Ensure that all products and merchandise have stock cards and are recorded in the "stock status report";
1. **Transport/Accommodation:**
* reservation of all plane tickets with the agency.
* follow-up of air ticket reservations and payment
* booking pick-ups and liaison with logistics in Libya.
* Reservation accommodation
1. **Asset Follow ups/IT support:**
* Ensure all ACTED assets are registered and codified with numbering (refer to ACTED Log Manual for details);
* Ensure that asset is given to users, after completion of “Asset Reception Form”;
* Make sure ACTED assets are all in good condition (Motorized assets, office assets, projects tools, office/guest house assets/items.. etc.).
* Ensure that e-mail, and IT equipments are functioning properly
 |

|  |
| --- |
| **Required qualifications and technical expertise** |
| * Previous experience in logistics management, supply chain management or equivalent;
* Flexibility and ability to work under pressure and multi-task;
* Autonomy and organisation;
* Good knowledge of English, both spoken and written.
* Excellent interpersonal and communication skills.
 |

|  |
| --- |
| **Conditions** |
| * Job Title: Logistics Assistant
* Duty Station: Tunis
* Under the Supervision of: Country Logistics Manager/ Senior Logistics Officer
* Working Hours: Full- Time Position -40h per week
* Type of contract: Fixed Term Contract, 6 months
* Estimated Start date: As Soon As Possible.
* Salary: Salary defined by the ACTED salary grid based on level of education, expertise and level of experience.
 |

|  |
| --- |
| **How to apply** |
| An application must be submitted in [English], attached with a CV, a cover letter and three references.Please send your application until the [31/10/2023] to the following addresses: tunis.jobs@acted.org |
|  |