**Job Description**

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| **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** |  |

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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)  I |

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

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| **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 |

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| **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. |

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| **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. |

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| **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 |
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