**Job Description**

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| **Position** | REACH Operations Officer | **Starting Date** | ASAP  |
| **Reference of the offer** | [To define] | **Publication Date** | 02/11/2023 |
| **Location** | Tunis, Tunisia | **Type of contract** | Fixed-term Contract |
| **Duration** | 6 months (with possibility of renewal) | **Security Level** | Cf SoP  |

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| **About ACTED and REACH** |
| 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/)REACH programming was created in 2010 as a joint initiative of two International NGOs (IMPACT Initiatives and ACTED) and the United Nations Operational Satellite Applications Programme (UNOSAT). REACH’s purpose is to promote and facilitate the development of information products that enhance the humanitarian community’s decision making and planning capacity for emergency, reconstruction and development contexts. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise. REACH has been present in Libya since 2011, providing assessment and information management services to humanitarian actors. REACH established a full-time presence in country conducting various assessments such as Multi Sector Needs Assessments, IDP profiling exercises, cash and market assessments. |

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| **Context of the position and key challenges** |
| Under the line management REACH Operations Manager Libya/Tunisia; the REACH Operations Officer shall be responsible for: * Processing procurement requests according to the internal procurement cycle and procedures of the organizations.
* Preparing and executing projects’ logistical needs.
* In charge of the stock, inventory and assets management and tracking.
* Responsible for transport, accommodation and office related tasks and follow-ups.
* Assisting in budget follow-ups and updating financial allocation tables.
* Reporting regularly updates to the Operations Manager.
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| **Key roles and responsibilities**  |
| The REACH Operations Officer is responsible for completing the following tasks:**1.Admin and Operations*** Support the operations manager in planning and organizing projects activities and timelines when requested.
* Assist in collecting challenging information and coordinating with field team members to ensure a smooth activity implementation.
* Back up on the operational aspect of data collection process in coordination with the assessment team and under the management of the operations manager.
* Contribute to the operations documentations and tracking systems and process operational tasks when needed.

**2.Procurement** * Coordinate and support the team in submitting order forms for REACH projects in Libya and Tunis.
* Cover the full procurement cycle tasks, considering the internal organization's procurement guidelines:
	+ In Charge of launching and completing the procurement requests and contracting process including developing bid specifications, collecting, analyzing and reviewing quotations and contracting and finalizing POs.
	+ Check deliveries follow-up of each procurement contracts;
	+ Procure all projects and office logistical requirements based on internal procurement guidelines
	+ Responsible for processing consultancies.
* Prepare Procurement trackers and upload the files on SharePoint.
* Prepare and update payment trackers including filing invoices and finance follow ups.
* Prepare and Update contacts trackers.
* Provide procurement technical assistance and conduct procurement training when needed.

**3.Logistics:*** Prepare and execute projects’ logistical needs.
* Check the office needs and launch & execute monthly (periodic) orders as needed.
* Make sure the office supplies, sanitary situation and general status of the office are operable.
* Keep track of all logistics planning and processes.
* Support logistical requests of the team.
* Transport/Accommodation:
	+ In Charge of movement plans in case needed.
	+ Responsible for booking plane tickets when requested and the reservation of accommodations.
	+ Coordinate the transportation of international staff and book pick-ups.
* Assets & Inventory follow ups /IT Support:
	+ Ensure all equipment, commodities and goods are well organized in the stock by project/program (including their stock tags).
	+ Conduct physical inventories; and prepare and update regularly the Assets & Inventory tracker.
	+ Ensure the safety and security of stock/Warehouse – check the fire extinguishers are in working condition in stock, control the entrance and exit door locks etc.)
	+ Document and file assets and inventory forms and track per project code, budget line, with a clear location & user for each asset; investigate and document any loss or damage.
	+ In coordination with the IT team, ensure that e-mail and IT equipment are functioning properly and assigned to the right staff members.

**4.Finance and Budget follow ups:*** Support the tracking and management of REACH projects budgets spendings and having an overall sight of REACH financial projects situation.
* Assist in preparing allocation tables and estimated budgets.
* Prepare the budget lines and procurement plans.
* Follow up with any tasks as requested to liaise with the finance team and track budget status.

**5. Perform other related operations tasks upon request of Operations Manager.** |

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| **Required qualifications and technical expertise** |
| **Required skills:*** Previous experience working in procurement, logistics, operations, or administrative and financial management.
* Good understanding of the procurement cycle.
* Computer literate and with good IT Knowledge.
* Proficiency in oral and written English and Arabic and French.
* Flexibility and ability to work under pressure and multi-task;
* Willingness to support and learn.
* High level of integrity, commitment and professional responsibility.
* Previous experience with an international organization or NGO strongly desirable.
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| **Conditions** |
| * Job Title: REACH Operations Officer
* Duty Station: Tunis, Tunisia
* Under the Supervision of: Operations Manager
* 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 [17/11/2023] to the following addresses: tunis.jobs@acted.org |