



## Job description

<b>Job title:</b>	<b>Logistics ERU Systems Member</b>
<b>Unit/dept/delegation:</b>	Logistics and Resource Mobilisation Department
<b>Reports to:</b>	ERU Team Leader
<b>Responsible for:</b>	Management and supervision of locally employed staff

### Purpose:

To participate in BRCS Logistics ERU operations, ensuring the full commodity tracking system, from acknowledgement of receipt through to consolidated stock issue reports.

An ERU Logistics team will normally be activated on the request of a FACT Team Leader and will form part of a larger emergency relief intervention. Standard Operating Procedures for Emergency Response Units as agreed to by the deploying National Society apply.

### Key tasks and responsibilities:

#### Tracking:

1. Establish operating procedures to provide notification of incoming consignments to appropriate functions.
2. Establish operating procedures to receive confirmation of delivered consignments, to include the means to determine exact consignment contents in the absence of other documentation.
3. To establish, operate and maintain the Federation Commodity Tracking System (CTS)
4. To acknowledge receipt of consignments (including shortages, damage etc.) to appropriate functions, in-country, Geneva and NatSocs as appropriate.
5. In conjunction with the ERU Team Member, maintain up-to-date inventory reports for items held in the warehouse(s) or other locations, making such reports available to other functions as necessary.
6. In conjunction with the ERU Team Member and relief delegates, verify and input distribution data and provide consolidated distribution reports as required.
7. Contribute to developing the CTS and any other associated systems in conjunction with the Federation Logistics department.
8. As appropriate, assist with the selection and recruitment of local staff; their training in the use of CTS and their supervision and management.
9. Oversee and ensure careful filing of all contracts signed by the Logistics ERU.

#### Finance:

10. Responsible for establishing and managing the cash book system.

11. Responsible for monitoring budgets, in support of Team Leaders overall management of the budget.
12. Responsible for establishing and managing the petty cash and working advance systems.
13. Act as contact point for team finances and liaison point for Finance department of the Team Leader and deploying member's National Societies.
14. Responsible for compiling financial reports from the Logs ERU for IFRC Finance, and the deploying NS finance departments.

General:

15. Contribute to narrative reports from the Logs ERU for the FACT Team Leader, Federation, NS and other parties.
16. Perform any other related duties or responsibilities that may be assigned by the Logs ERU Team Leader, such as manual handling of stock in warehouse.
17. Assist, as required, in training courses and workshops organised by the Federation and other NatSocs.
18. Uphold the fundamental principles of the International Red Cross and Red Crescent Movement and work within equal opportunities policy.

**Duties applicable to all staff**

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1. Establish and ensure effective working relationships with the other ERUs and RC partners.
2. Ensure effective working relationships with National Society counterparts and leadership.
3. Ensure effective working relationships with technical and service departments at regional level and the Federation secretariat Geneva.
4. Adhere to the Code of Conduct.

<b>Person specification</b>	Required	Preferred
<b>General</b>		
In good mental & physical health – ability to cope with stress and long working hours in emergency relief situations	X	
<b>Qualifications</b>		
Logistics ERU training (Modules A, B and C)	X	
<b>Experience</b>		
Minimum 2 year’s work experience, ideally within the RC/RC movement, and experience of traveling or working in developing countries	X	
Experience of working as part of a team	X	
Experience of preparing and managing budgets	X	
Ability to collate and produce financial and narrative reports	X	
Experience of working in an emergency situation		X
Experience of warehouse administration		X
Experience of book keeping and budget monitoring		X
<b>Skills</b>		
IT literate to intermediate level (MS Word, spreadsheets, email) and basic knowledge of databases.	X	
Strong numerical aptitude	X	
Languages - Intermediate Berlitz level 5 English (other Federation languages desirable)	X	
Valid international driving licence (manual gears)	X	
<b>Core competencies - a strong degree of competence in</b>		
Commitment to the International Red Cross & Red Crescent Movement; integrity & personal conduct; sensitivity to diversity; flexibility & adaptability; proactivity; solution focused; decisiveness; accountability; teamwork; interpersonal skills; resilience	X	
<b>Management competencies - a strong degree of competence in</b>		
Planning; management of resources; training; monitoring; supervision and control; reporting; communication; networking; management of self; management of others; inspiring others; flexibility; adaptability; and ability to work cross culturally	X	
<b>Availability</b>		
Minimum deployment of 1 month at 24 – 48 hours notice (maximum deployment 4 months). Willing and able to attend mandatory training	X	

**Hiring manager’s name** \_\_\_\_\_  
**Job title** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_



## Job description

<b>Job title:</b>	<b>Logistics ERU Team Leader</b>
<b>Unit/dept/delegation:</b>	Logistics and Resource Mobilisation Department
<b>Reports to:</b>	FACT Team Leader (while present), or Appointed IFRC Delegate HoD (In absence of above) Federation Logistics Co-ordinator – for technical issues CC to Deploying NS Desk Officer
<b>Responsible for:</b>	ERU Team Members and the management of locally employed staff

### **Purpose:**

To provide effective leadership and management of ERU team members and coordination of the activities carried out by the Logistics ERU. Standard Operating Procedures for Emergency Response Units as agreed to by the deploying National Society apply.

### **Key tasks and responsibilities:**

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1. Manage the safe reception, storage and distribution of relief consignments, recording movements and reporting on goods. This may include :
  - Managing airport operations: receiving, un-loading, clearing and transporting relief goods
  - Managing port operations: receiving, un-loading, clearing and transporting relief goods
  - Managing warehouse operations, including sourcing and contracting existing warehouses, erection of temporary warehouses, implementation and maintenance of all warehouse systems including security and provision of stock level and stock movement data
  - Provision and management of transport of relief materials as determined within the Relief Plan of Action
  - Implementing fleet management for all vehicles within the relief operation
  - Conduct procurement as required and as specified by the FACT Team leader / IFRC Logistics Coordinator in accordance with ERU SOPs
  - Ensure appropriate document handling, stock management, performance figures and financial recording systems are established and maintained
  - Train and develop the necessary skills for National Society counterparts and/or others to facilitate the handover of the Logs ERU tasks
2. Provide appropriate supervision, guidance and support to the members of the ERU team to ensure activities are well co-ordinated and performed to a uniformly high standard.
3. Continually evaluate the size and composition of the Logs ERU team and make necessary recommendations to amend the team according to current and forecasted requirements

4. Establish and maintain working relations with the Federation and NS staff to ensure the activities of the ERU are in keeping with the wider operational objectives. This may include:
  - reaching joint agreement on the way the ERU will operate, being aware of roles, responsibilities, lateral relationships and accountabilities
  - coordinate the activities of the ERU with other ERUs, the Federation Delegation and / or FACT and / or Regional response teams and the host National Society
  - agree the timeframe for integration and handover of the ERU (including assets where appropriate) into mainstream activities of the Federation/NS according to the Standard Operating Procedures
  - where possible, facilitating the upgrading of skills of local NS staff / volunteers (or local population)
5. Provide timely narrative, technical and financial reports to the FACT Team leader, Federation/Deploying NS and external donors.
6. Ensure security guidelines are implemented and enforced for ERU team members along with safe keeping of ERU assets and financial resources
7. Ensure appropriate self-sufficiency for the ERU
8. Liase with government officials and representatives from the UN and other NGOs as appropriate, including attendance at inter-agency meetings
9. Perform any other related duties or responsibilities that may be assigned by the overall manger of the Red Cross relief operation
10. Uphold the fundamental principles of the International Red Cross and Red Crescent movement and work within equal opportunities policy

#### **Duties applicable to all staff**

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1. Establish and ensure effective working relationships with the other ERUs and RC partners.
2. Ensure effective working relationships with National Society counterparts and leadership.
3. Ensure effective working relationships with technical and service departments at regional level and the Federation secretariat Geneva.
4. Adhere to the Code of Conduct.

<b>Person specification</b>	Required	Preferred
<b>General</b>		
In good mental & physical health – ability to cope with stress and long working hours in emergency relief situations	X	
<b>Qualifications</b>		
Basic Delegates Training Course or equivalent	X	
Logistics ERU training (Modules A, B and C)	X	
Field Team Leader training	X	
FACT training		X
<b>Experience</b>		
Minimum 3 year’s logistics field experience ideally in the humanitarian field, with experience of Warehousing, Airport Clearance, Transporting goods, Fleet Management, Purchasing, Customs Clearance	X	
At least one deployment as a Logistics ERU Team Member	X	
Experience of developing action plans in emergency situations	X	
Experience of field co-ordination and liaison with NGO, government and other agencies	X	
Experience of managing a multinational team (including expats and local staff)	X	
Experience of planning and managing budgets		X
Experience of writing narrative & financial reports		X
<b>Skills</b>		
IT literate to intermediate level (MS Word, spreadsheets, email) and basic knowledge of databases. Knowledge of communications systems (satellite phones, etc.)	X	
Languages - Intermediate Berlitz level 6 English (other Federation languages desirable)	X	
Valid international driving licence (manual gears) and 4WD training	X	
Valid heavy vehicle driving licence		X
<b>Core competencies - a high degree of competence in</b>		
Commitment to the International Red Cross & Red Crescent Movement; integrity & personal conduct; sensitivity to diversity; flexibility & adaptability; proactivity; solution focused; decisiveness; accountability; teamwork; interpersonal skills; resilience	X	
<b>Management competencies - a high degree of competence in</b>		
Management of strategy; management of change; leadership; planning; management of budgets; management of resources; monitoring; supervision and control; reporting; communication; networking; management of self; management of others; inspiring others; forming vision; organisation building;	X	
<b>Availability</b>		
Minimum deployment of 1 month at 24 – 48 hours notice (maximum deployment 4 months). Willing and able to attend mandatory training	X	

**Hiring manager’s name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Job title** \_\_\_\_\_

**Date** \_\_\_\_\_



## Job description

<b>Job title:</b>	<b>Logistics ERU Team Member</b>
<b>Unit/dept/delegation:</b>	Logistics and Resource Mobilisation Department
<b>Reports to:</b>	ERU Team Leader
<b>Responsible for:</b>	Management and supervision of locally employed staff

### Purpose:

To provide logistics support to International Red Cross emergency operations through the Logistics ERU, ensuring the safe reception, storage, distribution and reporting of relief goods handled by the ERU team.

An ERU Logistics team will normally be activated on the request of a FACT Team Leader and will form part of a larger emergency relief intervention. Standard Operating Procedures for Emergency Response Units as agreed to by the deploying National Society apply.

### Key tasks and responsibilities:

11. In conjunction with the ERU Team Leader, ensure the safe reception, storage and distribution of relief consignments, recording movements and reporting on goods. This may include:
  - Managing airport operations: receiving, un-loading, clearing and transporting relief goods
  - Managing port operations: receiving, un-loading, clearing and transporting relief goods
  - Managing warehouse operations, including sourcing and contracting existing warehouses, erection of temporary warehouses, implementation and maintenance of all warehouse systems including security and provision of stock level and stock movement data
  - Provision and management of transport of relief materials as determined within the Relief Plan of Action
  - Implementing fleet management for all vehicles within the relief operation
  - Conduct procurement as required and as specified by the Logs ERU TL and FACT in accordance with ERU SOPs
  - Ensure appropriate document handling, stock management, performance figures and financial recording systems are established and maintained
  - Train and develop the necessary skills for National Society counterparts and/or others to facilitate the handover of the Logs ERU tasks
12. Contribute to narrative and financial reports for the FACT Team leader, Federation/Deploying NS and external donors
13. In conjunction with the ERU Team Leader, liaise with government officials and representatives from the UN and other NGOs as appropriate, including attendance at inter-agency meetings

14. Perform any other related duties or responsibilities that may be assigned by the overall manager of the Red Cross relief operation
15. Uphold the fundamental principles of the International Red Cross and Red Crescent movement and work within equal opportunities policy

**Duties applicable to all staff**

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5. Establish and ensure effective working relationships with the other ERUs and RC partners.
6. Ensure effective working relationships with National Society counterparts and leadership.
7. Ensure effective working relationships with technical and service departments at regional level and the Federation secretariat Geneva.
8. Adhere to the Code of Conduct.



<b>Person specification</b>	Required	Preferred
<b>General</b>		
In good mental & physical health – ability to cope with stress and long working hours in emergency relief situations	X	
<b>Qualifications</b>		
Logistics ERU training (Modules A, B and C)	X	
Relevant degree / logistics qualification		X
<b>Experience</b>		
Minimum 3 year’s logistics field experience ideally in the humanitarian field, with at least one year of developing country field experience. Experience of Warehousing, Airport Clearance, Transporting goods, Fleet Management, Purchasing, Customs Clearance	X	
Experience of working as part of a team and staff management	X	
Experience of managing budgets	X	
Experience of narrative & financial reporting	X	
Experience of developing action plans in emergency situations		X
Assessment skills		X
Experience of training national staff		X
<b>Skills</b>		
IT literate to intermediate level (MS Word, spreadsheets, email) and basic knowledge of databases. Knowledge of communications systems (satellite phones, etc.)	X	
Languages - Intermediate Berlitz level 5 English (other Federation languages desirable)	X	
Valid international driving licence (manual gears)	X	
Valid heavy vehicle driving licence		X
<b>Core competencies - a strong degree of competence in</b>		
Commitment to the International Red Cross & Red Crescent Movement; integrity & personal conduct; sensitivity to diversity; flexibility & adaptability; proactivity; solution focused; decisiveness; accountability; teamwork; interpersonal skills; resilience	X	
<b>Management competencies - a strong degree of competence in</b>		
Planning; management of resources; training; monitoring; supervision and control; reporting; communication; networking; management of self; management of others; inspiring others; flexibility; adaptability; and ability to work cross culturally	X	
<b>Availability</b>		
Minimum deployment of 1 month at 24 – 48 hours notice (maximum deployment 4 months). Willing and able to attend mandatory training	X	

**Hiring manager’s name** \_\_\_\_\_  
**Job title** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_