



Job description

Job Title	Logistics ERU Supply Chain Administration Delegate
Classification Level	TBC – Level
Organizational Unit / Duty Station (Department / Zone Office / Delegation..... etc)	TBC
Immediate Supervisor's Title	Logistics ERU Team Leader
Technical Manager's Title (if applicable)	RLU Mobilisation officer
Number of Direct Reports (if applicable)	TBC
Number of Indirect Reports (if applicable)	TBC

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest humanitarian network and is part of the wider International Red Cross and Red Crescent Movement. The IFRC's Global Logistics Service (GLS) is a core function supporting the IFRC humanitarian action. The GLS operates on a cost-recovery basis and has a global network including:

- a headquarters-based GLS management in Geneva
- a GLS office in Dubai
- Regional Logistics Units located in Panama, Kuala Lumpur and Nairobi
- logistics hubs
- country-based logistics set-up

Link to the IFRC web-site: www.ifrc.org

Link to the GLS web pages: www.ifrc.org/logistics

The ERU Logistics team, or an ERU logistics member will be deployed based on a request from the FACT Team Leader/Logistics or the country operation. The ERU will form part of the larger emergency intervention, servicing relief, health, WatSan and other ERUs deployed into the operation.

Standard Operating Procedures for ERUs apply as agreed to by the deploying National Society.

Job purpose

To provide logistics support to IFRC or NS emergency operations as part of the Logistics ERU team. Supply chain administration Delegate will ensure the implementation of a full commodity tracking system: from acknowledgement of receipt through to consolidated stock reporting ensuring adherence to IFRC procedures and standards to provide a high quality, efficient and cost effective logistics service that meets the needs of services users

Job duties and responsibilities

Tracking & Reporting:

- Acknowledge receipt of consignments (including shortages, damage etc.) to appropriate functions, in-country, RLUs, Geneva and NS as appropriate. Develop a commodity reception system, including procedures for consignments lacking proper documentation.
- Establish, operate and maintain the tracking and reporting of commodities using Federation tools and guidelines.
- In conjunction with the ERU Team Members, 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. Establish and maintain appropriate filing system for all logistics activities.
- As appropriate, assist with the selection and recruitment of local staff; their training in the use of the Logistics system and their supervision and management.

Finance:

- Establish and management of the cash book system.

- Monitor budgets, in support of Team Leaders overall management of the budget.
- Establish and management of the petty cash and working advance systems.
- Act as contact point for team finances and liaison point for Finance department and deploying National Societies.
- Compile financial reports from the Logs ERU for IFRC Finance, and the deploying NS finance departments.

General:

- Contribute to narrative reports from the Logs ERU for the FACT Team Leader/Logistics Coordinator, Federation, NS and other parties.
- Assist, as required, in training courses and workshops organized by the Federation and other NS.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

Position Requirements

Education/ Specific training	Required	Preferred
Impact training	X	
Logistics ERU training	X	
Introduction to Cash Transfer Programming	X	
Professional qualification in logistics or equivalent experience		X
Experience	Required	Preferred
Minimum 5 year's work experience, ideally within the RC/RC movement	X	
Experience of preparing and managing budgets	X	
Ability to collate and produce financial and narrative reports	X	
2 years professional experience in general logistics for example warehousing, transportation, customs clearance & procurement		X
Experience of working in an emergency situation		X
Experience of Logistics administration		X
Red Cross/Red Crescent experience		X
Knowledge and Skills	Required	Preferred
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Proven ability to operate current IFRC commodity tracking system	X	
Strong numerical aptitude	X	
Valid international driving license for light vehicles (manual gears)	X	
Ability to work in a cross-functional environment	X	
Excellent communications skills including report writing	X	
Ability to work to tight deadlines and handle multiple tasks	X	
Problem solving skills	X	
Languages	Required	Preferred
Advanced knowledge of written and spoken English	X	
Good command of another IFRC official language (French, Spanish or Arabic)		X
Availability		
Minimum deployment of 1 month at 24 – 48 hours' notice (max. deployment 4 months). Willing and able to attend mandatory training.		

Sign off by Line Manager

Name:		Signature:		Date:	
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For internal use only

Classified by:		Date:	
Approved by the Job Classification Committee:		Date:	