



Job description

Job Title	Logistics ERU Team Leader
Classification Level	TBC – Level
Organizational Unit / Duty Station (Department / Zone Office / Delegation..... etc)	TBC
Immediate Supervisor's Title	<i>Country delegation current line manager</i>
Technical Manager's Title (if applicable)	Regional Logistics coordinator
Number of Direct Reports (if applicable)	_____
Number of Indirect Reports (if applicable)	_____

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 logistics is a core function supporting the IFRC humanitarian action. The IFRC logistics has a global network including:

- a headquarters-based Logistics management in Geneva
- a logistics office in Dubai
- Regional logistics units located in Panama, Kuala Lumpur, Nairobi and Dubai
- 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

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 apply.

This role is based in....but operates in providing support to the response Emergency Plan of Action (EPoA), and therefore needs to maintain awareness of wider activities.

This role reports directly (solid line) to FACT Logistics, but maintains dotted reporting lines to the ZLU. If applicable the role should closely work with Relief-Logistics Interface.

Job purpose

To provide effective leadership and management of Logs ERU team members and coordination of the activities carried out by the Logistics ERU.

To support IFRC/ FACT coordinator to manage country level logistics operations in conjunction with National Societies (NS) and in-line with the Emergency Plan of Action (EPoA) / Appeal and the Logistics strategy to optimise service quality and cost effectiveness and to meet the needs of beneficiaries and the Federation.

Job duties and responsibilities

Coordinate the safe reception, storage and dispatch of relief and others ERU consignments, recording movements and reporting on goods. This may include:

- Supporting the development and continual revision of the logistics strategy in order to meet the EPoA for the operation and to provide efficient logistics services to all programs.
- Coordinating airport, port and road border operations: receiving, un-loading, clearing and transporting relief goods
- Coordinating warehouse operations, including sourcing and contracting existing warehouses/storage capacity, erection of temporary warehouses, implementation and maintenance of all warehouse systems including security and provision of stock level/stock movement data and establishing appropriate/standard KPIs and performance measures
- Provision and management of transport of relief materials as determined within the IFRC Plan of Action, both in-coming (imported and/or locally-sourced) and out-going against requisitions

- Implementing fleet management for all vehicles within the relief operation (if no IFRC Fleet delegate in place)
- Support local procurement as required and as specified by the FACT Team leader / IFRC Logistics Coordinator in accordance with ERU SOPs and IFRC procurement procedures
- Implement procedures, processes and guidelines using IFRC systems so that the work is carried out in an effective, compliant and coordinated way and meet audit requirements.
- Ensure appropriate document handling, stock management, Key Performance Indicators (KPIs) and financial recording systems are established and maintained
- In line with the optimal organization structure (reviewed / revised as the operation progresses), train and develop the necessary skills for National Society counterparts and/or others to facilitate the handover of the Logs ERU tasks
- Provide appropriate supervision, guidance and support to the members of the ERU team to ensure activities are well coordinated and performed to a uniformly high standard, including performance management of team members in line with the code of conduct and IFRC HR processes. In cases where the team is split across multiple locations ensure an effective mechanism for remote management is established.
- Continually evaluate what the optimal Logs ERU team composition requirements are/will be, identifying gaps in capacity and making recommendations of how to fill those gaps (e.g. requesting additional team members where needed) to ensure the quality of logistics service provision.
- 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 and at all times ensuring the ERU operates within the bounds of the SOPs
 - 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)
- Provide timely, regular and appropriate narrative, technical and financial reports to the HNS, HEOPs/DHEOPs, FACT TL, FACT Logs, (Relief – Logs Interface where applicable), ZLU, IFRC Secretariat (DCM Gva), deploying NS, SIMS (for input & output) and coordination bodies (NDMO, Logs Cluster etc.) Ensure security guidelines are implemented and enforced for Logs ERU team members (including where context requires the drafting of security plan for the team including medevac, hibernation/relocation and responsibility for critical incident management)
- Ensure accurate management and recording of ERU assets and financial resources
- Ensure appropriate self-sufficiency for the ERU
- Liaise with government officials and representatives from the UN and other NGOs as appropriate, including attendance at inter-agency meetings and Logistics cluster meeting
- Perform any other related duties or responsibilities that may be assigned by the overall manager of the Red Cross relief operation

Duties applicable to all staff

1.	Actively work towards the achievement of the Emergency Appeal objectives.
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles, including Code of Conduct
3.	Perform any other work related duties and responsibilities that may be assigned by the line manager

Position Requirements

Education/ Specific training	Required	Preferred
Basic Delegates Training Course or equivalent knowledge	X	
Logistics ERU training	X	
Field Team Leader training	X	
FACT training		X
Introduction to cash Transfer Programming	X	
Budget training	X	
Professional qualification in logistics or equivalent experience		X
A university degree		X

Experience	Required	Preferred
Minimum 8 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 (with strong positive end of mission appraisal)	X	
Experience of developing, revising and implementing action plans in emergency situations	X	
Experience of supporting a Cash Transfer Programme		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	
5 years experience of working for a humanitarian aid organisation in a developing country	X	
3 years experience in providing logistics services and supply chain management in complex emergencies	X	
Experience in managing staff	X	
Red Cross/Red Crescent knowledge and experience	X	
Knowledge and Skills	Required	Preferred
Self-supporting in computers (Windows, spreadsheets, word-processing)	X	
Knowledge of or familiarisation with Cash Transfer Programming	X	
Knowledge of communications systems (satellite phones, etc.)	X	
Valid international driving license for light vehicles (manual gears)	X	
Valid heavy vehicle driving license		X
Skills in training and developing staff	X	
Project management skills	X	
Budget and financial management skills	X	
Staff development skills	X	
Ability to work in a cross-functional environment	X	
Strong interpersonal skills and good understanding of the global organization	X	
Excellent written and verbal communication skills and the ability to provide authoritative advice	X	
Ability to work to tight deadlines and handle multiple tasks	X	
Proven experience to carry out logistics assessments and set up large operations	X	
A broad understanding of global humanitarian issues, disaster recovery and related organisations	X	
Languages	Required	Preferred
Fluently spoken and written English	X	
Good command of another IFRC official language (French, Spanish or Arabic)		X
Competencies (to be filled in by HR)		
National Society relations		
Results focus and accountability		
Teamwork		
Communications		
Professional Mastery		
Leadership		
Managerial effectiveness		

Availability

Minimum deployment of 1 month per year at 24 – 48 hours notice (maximum 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:	