



## Job description

Job Title	Logistics ERU Team Member
Classification Level	TBC – Level
Organizational Unit / Duty Station (Department / Zone Office / Delegation..... etc)	TBC
Immediate Supervisor's Title	ERU Team Leader
Technical Manager's Title (if applicable)	Regional Logistics Coordinator
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 logistics 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 logistics 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](http://www.ifrc.org)

Link to the GLS web pages: [www.ifrc.org/logistics](http://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 services to IFRC or NS emergency operations through the Logistics ERU system, ensuring safe reception, storage, distribution and reporting of goods handled by the ERUs deploying into the operation.

Apply the highest quality of service provision to meet the needs of service users and match to GLS strategy and IFRC procedures

### Job duties and responsibilities

As part of the ERU team and complying with the tasks assigned by the ERU Team Leader, ensure the safe reception, storage and distribution of all IFRC items and others ERU consignments, recording movements and reporting on goods. Overall, to plan and organize country level IFRC logistics activities including transportation and warehouse/stock management 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 and audit requirements..

As designated by your line manager

- Airport operations:  
Receiving, un-loading, clearing and transporting goods and equipment. Liaise with airport authority and logistics services provider at the airport to ensure smooth reception and rapid clearance.
- Port operations:  
receiving, un-loading, clearing and transporting goods
- Warehouse operations:  
including sourcing warehouses, erection of temporary warehouses, implementation and maintenance of all warehouse systems

including security and provision of stock level and stock movement data. Prepare staff plan and recruit daily workers.

- **Transport and Fleet:**

identify transportation options to meet the needs of the operation and organise transport according to the relief plan of action and other needs implement fleet management system for all vehicles

- **Procurement:**

Undertake local procurement as required and as specified by the Logs ERU TL and FACT in accordance with ERU SOPs and following IFRC procurement procedures

Apply financial management principles and ensure running and operational costs are clearly defined and reported against.

Know and apply IFRC financial controlling system

- **Reporting:**

Ensure appropriate document handling, stock management, performance figures and financial recording systems are established and maintained

Contribute to narrative and financial reports of the ERU TL or the FACT TL

- **National Society Relations:**

Estimate the capacity of the National Society and train and develop the necessary skills of National Society counterparts and/or others to facilitate the handover of the Logs ERU tasks.

Maintain regular contacts and information exchange with National Society counterparts and inform the ERU TL of available capacity.

**General:**

- Promote adherence to best practice principles and compliance to necessary regulations, legislation and IFRC procedures.
- In line with the operational needs defined by the ERU Team Leader, liaise with government officials and representatives from the UN and other NGOs as appropriate, including attendance at inter-agency meetings
- Uphold the fundamental principles of the International Red Cross and Red Crescent movement and work within equal opportunities policy.
- Perform any other related duties or responsibilities that may be assigned by the overall manager of the Red Cross operation
- To carry accountability for the maintenance of non-specialist logistics equipment owned/operated by the IFRC ensuring compliance with all regulations and quality standards.

**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
Basic Delegates Training Course or equivalent knowledge	X	
Logistics ERU training	X	
Relevant degree / logistics qualification		X
Budget Training		X
Introduction to Cash Transfer Programming	X	
Professional qualification in logistics or equivalent experience	X	
Experience	Required	Preferred
Minimum 5 year's logistics field experience ideally in the humanitarian field. 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

Experience in managing and training staff/volunteers	X	
Experience of working for a humanitarian aid organisation in a developing country		X
Red Cross/Red Crescent knowledge and experience		X
<b>Knowledge and Skills</b>	<b>Required</b>	<b>Preferred</b>
Self-supporting in computers (Windows, spreadsheets, word-processing)	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
Project management skills		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	
Good understanding of financial process and budgeting	X	
Must be able to travel at all times and at short notice and to work outside normal working hours as the situation requires and under stressful working condition	X	
<b>Languages</b>	<b>Required</b>	<b>Preferred</b>
Fluently spoken and written English	X	
Good command of another IFRC official language (French, Spanish or Arabic)		X
<b>Competencies (to be filled in by HR)</b>		
National Society relations		
Results focus and accountability		
Teamwork		
Communications		
Professional Mastery		
Leadership		
Managerial effectiveness		
<b>Availability</b>		
Minimum deployment of 1 month 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:	