

Logistics and Supply Coordinator - Afghanistan

INTERSOS is an independent humanitarian organization that assists the victims of natural disasters, armed conflicts and exclusion. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying special attention to the most vulnerable people.

Terms of reference

Job Title: Logistics and Supply Coordinator

Code: SR-28-9553

Duty station: Kabul with frequent travels to Field locations

Starting date: 04/11/2024

Contract duration: 12 Months

Reporting to: Country Director

Functional Supervisor: Regional Logistics Coordinator

Supervision of: Logistics team

Type of duty station: Non-family Duty station

General context of the project

Over 40 years of conflicts and political turmoil have taken a massive cumulative toll on the people of Afghanistan. A total of 18.4 million people, almost half of the total population, have been estimated by the UN to need humanitarian assistance prior to

recent events. Severe droughts are recurring in Afghanistan, currently resulting in nearly 14 million people in acute food insecurity, with over 3 million children facing severe malnourishment. The recent displacement of 550,000 people is adding to an estimated 2.9 million people who remain internally displaced and in need of humanitarian assistance, while winter months are around the corner.

INTERSOS has been working in Afghanistan since 2001, with a country office in Kabul, and field bases in Kandahar and Zabul provinces. In recent years INTERSOS has been focusing its assistance based on integrated community-based approach that includes primary health care (including sexual and reproductive health care), nutrition and protection programmes serving conflict-affected populations, particularly in hard-to-reach areas, with a special focus on socially excluded individuals, including women, children and persons living with disabilities.

With its operational approach and active engagement with the communities, INTERSOS has been enjoying strong community acceptance and operational access. All INTERSOS activities continue to be implemented in Afghanistan at present time, with no operational restrictions and with full inclusion of female staff.

It is widely anticipated that Afghanistan's humanitarian situation may deteriorate further, given that the international support to key essential and social services – food aid, health, education, and other essential services, is currently frozen. Although humanitarian aid can not replace this gap, the international assistance that prioritises urgent humanitarian needs will be essential.

At the same time, unless the operational environment with all its impediments (including in relation to banking/cash transfers and counter-terrorism measures) does not improve, the response will continue to be a challenge.

Recognising that the humanitarian situation in Afghanistan will require a more intensified international humanitarian assistance, INTERSOS remains in Afghanistan to deliver its ongoing activities, and potentially scale up its response.

General purpose of the position

Define and implement all supply, logistics, and ICT strategies and support to the mission, ensuring the pertinence and coherence of logistics and supply systems, adequacy of the means provided, and compliance to INTERSOS standards, protocols, and procedures to foster the development of the mission and optimize the impact of the projects.

Work closely with program and administrative staff to ensure comprehensive reporting, support, and assistance to all INTERSOS activities.

Is responsible for the logistics management of IMP software and part of the mission Senior Management Team (SMT).

Main responsibilities and tasks

Coordination and support

- Participate actively in the definition and update of annual project planning and budgets, defining strategies and providing advice to the Head of Mission in the translation of the identified logistics, supply, and ICT needs into objectives, priorities, and resources needed for the mission
- Is responsible for monitoring the implementation of logistics, supply, and ICT activities in the mission (construction and rehabilitation, stock and supply of non-medical and medical material, fleet management and transport, water and sanitation, vehicles and engines, equipment/installation and infrastructures, security rules (implementation and enforcement, ICT, assets, etc.)
- Ensure compliance with INTERSOS standards, protocols, and procedures, across the mission and according to donor requirements

including procurement. Report to the Head of Mission on the development of the ongoing programs and propose reorientation strategies when needed

- Is responsible for ensuring technical reference and support for all logistics, supply, and ICT issues in the mission, providing coaching to logistics staff, and representing INTERSOS in meetings with authorities, other NGOs, and coordination networks for technical/logistics-related issues
- Ensure the production of mission-level SOPs (if needed) for the Logistics needs

Logistics Information Management

- Provide monthly reporting to the Country Director and Regional Logistics and Supply Coordinator (through IMP) and related people on projects/mission evolution from the technical/logistics perspective and propose corrections if needed
- Ensure that data reported in INTERSOS Logistics software (Intersos Management Platform - IMP) is correctly used and accurate. Provide training to mission staff if required and support the implementation of INTERSOS Logistics software in missions

Supply-Chain Management and Procurement

- Monitoring overall procurement performance for the mission. Ensure effective and cost-efficient procurement planning by liaising with technical staff, Field Coordinator, and/or Project Managers. Ensure that online procurement plans are created on IMP and up to date while guaranteeing INTERSOS and donor procurement policies and procedures are being adhered to at all times. Research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality
- Coordinate with the Administration and Finance Department to ensure that payment processes to suppliers are made on time and respecting the financial systems

- Plan and perform field audits to ensure consistency in process application and proper documentation and filing are maintained
- Develop and implement service contract management instructions, policies, and procedures. Examine and re-evaluate existing service contracts and oversee regular rent, utility payments (i.e., electricity, water, gas, etc.), office and guesthouse maintenance contracts, and running costs procedures. Ensure that they are properly handled by Logistics and Supply Officer and Assistants, Administration, and/or focal points
- Overview that the Supply Manager/Assistant and Field Coordinator Logistics and Supply Officer maintain and update a pre-qualified suppliers list per base
- Is responsible for ensuring the good storage of all projects materials within warehouse/stock, in respect of the INTERSOS Supply SOPs and regular inventory checks every quarter
- Check and coordinate with logistics staff that goods deliveries are done as planned and properly stored
- Prepare and launch tenders documents in coordination with the Supply team

Transportation management

- Ensure that INTERSOS Fleet Management model, movement security protocols, and Brand Identity Manual are applied in missions - the fleet is checked, and regularly maintained and that vehicles are insured and taxes are paid
- Follow-up on proper monitoring of fuel consumption and use of vehicle log-book, maintenance log, oil log, and other fleet formats and templates by Field Coordinator logistics staff. Ensure that proper documentation of vehicles (i.e. lease, insurance, mechanical inspection, etc.) is properly handled by logistics staff
- Contribute to the development of sustainable approaches to transport management by streamlining INTERSOS environmental policy and Regional Office suggestions

Facilities and Communications management

- Oversee the installation and maintenance of functional office space(s) and guesthouse facilities with adequate living conditions and in accordance with INTERSOS minimum standards and brand identity manual. Ensure the application of defined safety and security measures and make inspection visits to assess the rehabilitation needs of facilities
- Is responsible for ensuring that facilities have an appropriate IT and Communications infrastructure and equipment to sustain INTERSOS software platforms and in line with policies and procedures - allowing permanent communication between capital, projects, bases, and HQ and proper management of the bases. Guarantees that all staffs in the mission have proper training on how to use communications equipment available (e.g. satellite phones, HF/VHF radios, computers, etc.)
- Contribute to the development of sustainable approaches to facility management by streamlining INTERSOS environmental policy and Regional Office suggestions

Assets management

- Oversee the purchase, use, and maintenance of IT assets, office and project equipment, and communication tools, while ensuring that all mission assets registered in IMP are documented, issued with unique INTERSOS asset numbers, tagged, and logged according to asset management policies and procedures
- Report asset list at the end of the project and oversee asset rollover according to the defined destination with the Programs Department
- Oversee regular fixed assets check every quarter

Human Resources management

- Coordinate the Logistics team and participates in the HR processes (recruitment, training, briefing/debriefing, evaluation, potential, detection, staff development and internal communication) to ensure both the sizing

and the amount of knowledge required for the activities he is accountable for

Applied security

- In collaboration with the Head of Mission and the Security Coordinator (if present) is responsible for co-defining and monitoring the technical aspects of the risk reduction policy, transport, communication, protection, identification and preparation of the technical aspects of the mission security policy and guidelines, evacuation plan and contingency plan, monitoring daily the security rules and reporting to the Head of Mission of any problem. For this purpose, in case of absence of a dedicated Security Focal Point, the Logistics Coordinator has to create an appropriate environment to facilitate the exchange of information on security situations. Is the security backup in the absence of the Country Director.

Required profile and experience

Education

Essential degree and specialization in Logistics and/or Supply Chain Management

Professional Experience

Essentially at least four years of working experience in relevant logistics positions and previous humanitarian experience with NGOs in developing countries. Desirable previous experience in emergencies

Professional Requirements

- Extensive experience in Logistics related skills as listed above (managing supplies, assets, team support, vehicle fleet management, and communication);
- Strong analytical and strategic planning skills;
- A proven record of effective management of people and resources, including planning and organisational skills
- Excellent negotiation skills, and good interpersonal and team skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities.
- Experience of management/supervisory responsibilities, including support to development of others (including mentoring/ coaching, and team building experience);
- Willingness to travel app. 40% to field bases;
- Experience in insecure environments, and knowledge of the principles of security management;
- Sympathy with the aims and objectives of Intersos;
- Commitment to humanitarian principles and action;
- Commitment to Intersos's equal opportunity, Safeguarding and gender policies.
- Demonstrated experience of integrating gender and diversity issues into logistics programmes as an advantage.
- Strong leadership qualities to manage the team, motivate them and to influence other colleagues to perform, both within logistics and across other functions.
- Excellent communication/networking skills to enable his/her team to articulate any issues to management as well as other stakeholders.
- Demonstrated problem-solving and organizational skills.
- Ability to prioritize, to make decisions independently and to analyse data and understand connections.
- Have a procedural mindset, understanding of quality management principles, and give attention to details.

- Be an individual with high standards of integrity, with excellent negotiating skills and ability to manage external relationships.

Languages

Excellent written and spoken English

Pashto and/or Dari language is an added value

Personal Requirements

- Strategic vision
- Leadership
- People management and development
- Service orientation
- Behavioral flexibility
- Results and quality orientation
- Stress management
- Commitment to INTERSOS principles

HOW TO APPLY:

Interested candidates are invited to **apply** following the **link** below:

<https://www.intersos.org/en/field-eng/#intersosorg-vacancies/vacancy-details/66eea5d4ec4180032a99a838/>

Please note that our application process is made of **3 quick steps: register** (including your name, email, password and citizenship), **sign-up** and **apply** by attaching your **CV** in **PDF format**. Through the platform, candidates will be able to track their applications' history with INTERSOS.

Please also mention the name, position and contact details of **at least three references: two line managers and one HR referent**. Family members are to be excluded.

Only short-listed candidates will be contacted for the first interview.

