



## VACANCY

### LOGISTICIAN - NORTH EAST SYRIA

CLOSING DATE: 23<sup>rd</sup> February 2020

**CONTEXT PRESENTATION:** Un Ponte Per (UPP) is a voluntary association founded in 1991, immediately after the bombing of Iraq, which promotes solidarity initiatives for Iraqis who suffered during the war. Un Ponte Per works in Iraq, Syria, Jordan, Lebanon, Palestine, Serbia and Kosovo alongside civil society organizations. In Italy, it promotes peace and disarmament, defends the common goods, and welcomes refugees and migrants. The aim of UPP is the prevention of new conflicts, particularly in the Middle East. This is achieved through advocacy campaigns, programs which educate and encourage cultural exchange, collaborative projects and peaceful civil interventions.

For further information please refer to our website: [www.unponteper.it/en/](http://www.unponteper.it/en/)

### POSITION

Starting date March 2020 – 3 months with possible extensions.

Gross Monthly Salary range: 2.160 – 2.600 euros

### ROLE AND RESPONSIBILITIES

Un Ponte Per is looking for a Logistician that will be responsible of the following major tasks:

- Develop a key logistics training/induction programme for any local and national staff in need.
- Ensure that the donor minimum standards of logistics procedures and country policies are implemented and adhered to in the area of responsibility, supporting relevant staff as required
- In agreement with the Head of offices in Iraq and Syria and their logistic staff supports the medical logistics aspects of deployment including importation from humanitarian hubs, transport, warehousing, recording and reporting of drug supply and medical equipment
- Ensure compliance of all the logistic related documents
- Responsible for supervising the correct maintenance of UPP equipment
- Recruit, train and manage national logistics staff in coordination with the mission senior management.

### ESSENTIAL REQUIREMENTS

- University degree in relevant sector or equivalent working experience
- At least 3 years professional work experience in Logistic in INGOs
- Excellent organizational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills including Excel
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Determined and committed to high quality standards

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**Un Ponte Per | UPP – Associazione Non-Governativa di Volontariato per la Solidarietà Internazionale**

Sede Nazionale: Via Angelo Poliziano 18-20-22, 00184 Roma - Italia

tel. (+39) 06 44 70 2906 - fax: (+39) 06 44 70 3172 - e-mail: [info@unponteper.it](mailto:info@unponteper.it) - web site: [www.unponteper.it](http://www.unponteper.it)

ONLUS: Iscritta alla Anagrafe delle Onlus AGEDRLAZ Prot. n° 0022455 del 27/03/2015 - ONG: Iscritta all'Elenco AICS Decreto n° 2016/337/000281/5

Partita Iva 04734481007 - Codice Fiscale 96232290583

CC Postale n° 59927004 - CC Bancario Banca Popolare Etica IBAN IT52 050 1803 2000 0000 0100 790



- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to prioritize work, meet deadlines and work calmly under pressure, while maintaining flexibility and professional approach
- Excellent oral and written English
- Ability to travel in the Middle East with the same ability of a Western European passport owner. Ability to travel in Europe.

#### **DESIRABLE REQUIREMENTS**

- Experience in Emergency projects.
- Work experience in Medical Logistic in NGOs
- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic and/or Italian

**HOW TO APPLY:** Interested candidates are invited to submit a detailed CV, a brief cover letter to address the requirements above and contact information for two professional references to: [vacancy@unponteper.it](mailto:vacancy@unponteper.it) . Please reference “*LOG - Name Surname*” in the subject line of your email application. . In case you are interested also in other positions published in the same period, please apply with just one email and indicate your preferred order. Only shortlisted candidates will be contacted. Please name the files attached to your application as follow: *surname\_name\_CV, surname\_name\_CL*, etc. Note: Due to the urgency of this position Un Ponte Per reserves the right to screen applications on a rolling basis.

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