



VACANCY LOGISTIC MANAGER NORTH EAST SYRIA

Position: Logistic Manager (Log Manager) - NES

Location: Amuda, North East Syria

Type of contract: Contract of collaboration

Duration: 12 months (3-month probation period) – with possible renewals

Closing date of the vacancy: 30 May 2024 (applications on a rolling basis)

Starting from: 01 July 2024

GENERAL CONTEXT

Un Ponte Per (UPP) is an Italian NGO established in 1991 with a mission to prevent armed conflicts, protect human rights, and support local civil society in Middle Eastern and Mediterranean countries. Since 2015, UPP has been leading the way in the North East Syria (NES) response, developing a comprehensive system of health services delivered in 26 facilities, including mobile units, hospitals, primary health care centers, and rural health posts, as well as providing capacity building for local actors on Gender Based Violence (GBV) prevention and response, Child Protection (CP), Psycho-social Support (PSS) and protection mainstreaming in health programs. In 2022, UPP also launched a multi-year Health System Strengthening (HSS) programme to address the structural needs and contribute to the reinforcement of the NES health care system in the medium/long-term, encompassing the different components of HSS such as health education and capacity building of health professionals, health care planning and management at territorial level, quality of care, emergency management, preparedness and response, data management and production of health statistics to support evidence-based decision making.

For further information please refer to our website: www.unponteper.it/en/

ROLE AND RESPONSIBILITIES

1. Supply chain management

Procurement:

- Ensure all programme needs to be sourced and delivered according to the defined chronogram and procurement plan, requested quality standards, in line with donor mandate.
- Guarantee the compliance of suppliers prequalification, selection & related documentation as per UPP & donor's procurement guidelines.
- Ensure adequate procurement planning through facilitating monthly procurement plan meetings per each project and monthly mission procurement plan meetings; developing, updating and revising project and mission procurement plans, in collaboration with the project and mission senior management.
- Ensure the development and availability of Framework Agreements as per procurement planning needs, including adequate and timely implementation of procurement procedures for Framework Agreement in order to avoid gaps in the needed FWAs across the mission.
- Strengthen the sourcing capacity at the mission level and maintain an approved suppliers database accordingly.
- Coordinate the procurement cycle across the mission with all stakeholders (program, finance, coordination, suppliers, etc.) from the planning stage, to contract signature until delivery completion; in collaboration with senior managers as well as to arrange the Procurement Committee sessions.



- Coordinating the logistic team, ensuring constant availability of running supplies/services/works such as stationery, refreshment, transportation means, etc. through Framework Agreements.
- Manage traceability & reconciliation between orders, contracts & deliveries against the procurement tracker, and liaise with finance for problem solving.

Stocks & deliveries:

- Ensure appropriate storage network & stock management standards with databases across all warehouses and premises in coordination with UPP and partners logistic teams.
- Coordinate & follow-up deliveries & liaise efficiently with suppliers for problem solving.
- Supervise correct inventorying and stock management, and intervene when needed.
- Supervise correct implementation of tools, and inventorying and stock management guidelines, identifying gaps and proposing improvements to address gaps and bottlenecks.
- Maintain a regular information flow across teams regarding stock levels & expected lead-times.
- Coordinating the logistics team, manage periodic inventories, stock clearance and investigations over discrepancies.

Medical Supply Chain

- Supervise correct implementation of medical supply chain, in coordination with Medical supply chain manager and in accordance with UPP and donor requirements, as well as with general standards of medical supply chain, and intervene when needed
- Supervise correct implementation of tools and guidelines for medical supply chain, identifying gaps and proposing improvements to address gaps and bottlenecks.

Shipment

- Supervise the correct implementation of shipment processes (international, cross border NES-KRI, within NES), intervene when needed, identifying gaps and proposing improvements to address gaps and bottlenecks.
- Ensure administrative requirements are met towards customs and any other local authorities throughout custom clearance processes and transportation of goods.
- Ensure goods transportation means are secured as per needs.
- Maintain a regular information flow across teams regarding shipments & expected lead-times.
- Supervise the custom clearance processes, and intervene when needed.

2. Transversal logistical management

Asset Management:

- Deploy an efficient asset allocation & maintenance plan across the mission.
- Anticipate needs for assets and liaise with the Senior Management Team to anticipate budgets accordingly.
- Support the logistics officer in charge of assets, to maintain an up-to-date asset list, including proper asset labelling; investigate and document any loss or damage.
- Supervise asset inventories to check the monthly asset follow-up reliability and take the needed corrective actions.
- Support the development of asset maintenance plans, control & optimize related costs.
- Organize regular staff trainings and refreshers;
- Coordinating the logistic team, manage assets donations, obsolescence & replacements over the time in compliance with internal & external regulations.

3. Compliance & transparency



- Establish, harmonize and maintain appropriate standardized logistics procedures and policies across the mission and according to UPP and donor requirements, especially regarding procurement and supply chain.
- Enforce a zero-tolerance policy regarding corruption and ensure adherence to UPP Code of Conduct and Anti-Fraud policy.
- Seek guidance and validations from the Head of Mission and Desks in HQ when needed.
- Develop and coordinate logistics reporting tool on a monthly basis to HQ and ensure checking the reliability & relevance of data reported.
- Organize internal and interdepartmental refresher trainings for staff on UPP procedures, lessons learnt, FAQ, etc. across workshops and/ or field visits.
- Anticipate unfavourable events through analysis of data and prepare control strategies; capitalize on lessons learnt through memos, training module, etc. for continuous improvements of logistics compliance in country.
- Supervise proper filing and archiving of all the relevant documentation, ensuring its compliance with UPP guidelines and manuals
- Follow-up & update internal & external audit reports for logistics.

4.Overall Management Leadership

- Update the organigram of the logistics department in accordance with mission developments, in coordination with relevant SMT and HQ staff, ensuring that clear roles, tasks and responsibilities of logistics tasks are defined and up to date, and to ensure adequate and effective distribution of tasks among logistics staff.
- Facilitate and lead weekly Logistics meeting to coordinate the Logistics department staff and activities.
- Plan & conduct logistics staff recruitments & appraisals in coordination with HR department;
- train & build capacities of logistics staff in country, identify staff with potential, and contribute to internal mobility strategy and nationalization strategy.
- Actively promote strong & structured articulations with all teams for all logistics operations (program & finance in particular);
- Implement effective communication streamflow between logistics and administration department, as well as with programme department;
- Manage Implementing Partners relationships on logistics aspects such as procurements, stock & asset management, logistics reporting. Ensure the timely & exhaustive review of logistics documentation, in coordination with HoM and relevant HQ staff
- Represent UPP with relevant logistics and communication networks, actively building relevant relationships (logistics cluster, etc.), in coordination with HoM
- Actively participate in country level coordination meetings by reporting on progress, and risks, In coordination with HoM.
- Contribute to donor proposals, budgets and reports.
- Contribute to Emergency Response planning and Contingency Planning efforts for logistics and procurement needs and execution.

Expected Skills and qualifications

- University degree in Business Administration / Management or equivalent working experience
- Extensive experience (at least 3years) in logistics management and procedures
- Demonstrated strong communication and organizational skills
- Ability to train, mobilize, and manage both international and national staff
- Flexibility and ability to multi-task under pressure
- Ability to work well in unstable and frequently changing security environments
- Proven ability to work creatively and independently both in the field and in the office



- Advanced proficiency in written and spoken English

UPP requires criminal background check certificate (released max 3 months before the date of job offer) to confirm a job offer. We are aware that in some countries the release of criminal background certificate by the competent authorities might require several weeks. However, UPP runs selections to deploy staff in emergency programs and time-lapse between job offer and field deployment is often very short. Thus, we kindly ask all candidates to get prepared on time and be able to submit their certificate promptly in case of success in the selection.

DESIRABLE REQUIREMENTS:

- Experience in main donors funded project (EU, UN, USAID, AICS etc.).
- Experience in Emergency projects management.
- Knowledge of the Middle East context and relevant local actors.
- Knowledge of Arabic or Italian is an asset.

OTHER REQUIREMENTS:

Un Ponte Per is an International NGO committed to diversity and inclusion within its teams, in line with the principle of non-discrimination. UPP encourages all candidates irrespective of gender, religion and ethnicity including persons with disabilities to apply and become part of the organization.

Ethical Conduct

UPP upholds all the minimum standards in terms of Ethical Conduct and strives to increase its standards over the minimum. **Zero tolerance** is reserved to Sexual Abuse and Exploitation and to Child Abuse, Violence, Harm, Injury and Negligence. UPP participates in the Inter Agency [Misconduct Disclosure Scheme](#), therefore, any candidate assures that s/he has never breached any standard in terms of SEA and Child Safeguarding and that s/he will not in the future. UPP will conduct extensive reference check and vetting on shortlisted candidates that might compromise candidates' privacy. Shortlisted candidates shall promptly provide an up-to-date criminal background check. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

HOW TO APPLY: Interested candidates are invited to submit a detailed **CV (PDF format) with the authorization to use and process data on the base of the EU Regulation 2016/679 - GDPR and a brief cover letter (PDF format) that includes the contact information for three Professional References (relevant and recent)** to: vacancy@unponteper.it

Please reference “**LOG Manager - Name Surname**” in the subject line of your email application and name the files attached to your application as surname_name_CV, surname_name_CL, etc.

Be informed that UPP screens prospective colleagues through anti-terrorism/anti-money-laundering/anti-corruption/anti-fraud sanctions lists before job offer.

Only shortlisted candidates will be contacted.
