

# TEARFUND JOB PROFILE

<b>ROLE</b>	<b>LOGISTICS MANAGER</b>
<b>PROGRAMME</b>	<b>HAITI</b>
<b>LOCATION</b>	<b>Split between Port au Prince and Leogane</b>
<b>DATE REVIEWED</b>	<b>August 2011</b>

## PART 1 – JOB DESCRIPTION

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### 1. JOB OVERVIEW

The Logistics Manager (LM) is responsible for the logistics function in a Tearfund Disaster Management programme. The LM manages the logistics staff at the programme head office plus at the project site with the responsibility, for setting up and implementing a coordinated logistics function in support of the programme. Covering supply chain, asset management, transport, communications and office/accommodation infrastructure, and ensuring policies and procedures are known and complied with. As part of the programme's Senior Management Team, the LM contributes to strategic decision-making and shaping the overall strategy of the programme.

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### 2. POSITION IN ORGANISATION

- Grade: A3
  - May deputise for Grade A1
  - Reports to the Programme Director
  - Direct Reports: Line manages the logistics and other support staff in programme head office, including Procurement Officers, Storekeeper, Mechanic, Drivers, Guards and others where appropriate
  - Management responsibility for Area Logistics Officer at the project office, and associated logistics staff
  - Dotted line responsibility to the Operations Support Manager (UK) and IT Support Manager (UK) and contact with the UK Logistics Unit
  - Works closely with the Finance Manager and HR Manager to provide the coordinated support functions and the Area Coordinators managing project sites who have direct management of area logistics staff
  - Liaises closely with government (e.g. Customs) officials and other NGOs on logistics matters
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### 3. ORGANIZATIONAL REQUIREMENTS

- The post-holder will, at all times, carry out their responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.
- The post-holder will be required to actively participate in the spiritual life of Tearfund in the following ways:
  - To model godly leadership in all aspects of character and conduct.
  - To lead or contribute in Christian worship, prayer, teaching and biblical reflections during collective staff prayer times and encourage staff to attend as is appropriate.
  - To be committed to and share in the outworking of Tearfund's Mission, Purpose, Values and Beliefs statement.

- To actively work and live in accordance with Tearfund's Statement of Faith and Tearfund's Christian ethos.
  - To pursue and maintain a Christian faith through ongoing personal spiritual development and a relationship with God.
  - To provide support and spiritual encouragement to staff and colleagues, in line with biblical principles.
  - The post-holder will be expected to behave in accordance with Tearfund's 'Code of Conduct' as referred to in the Personal Conduct Policy.
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## **4. KEY RESPONSIBILITIES**

### **4.1. PROGRAMME STRATEGY**

- As a member of the programme's Senior Management Team (SMT), help to shape the overall strategy for the programme as articulated in the Programme Framework (PF).
- Ensure Tearfund's purpose, values, and the programme objectives are communicated amongst logistics staff and facilitate input from them in the strategic planning process.
- Represent the logistics function in SMT discussions, ensuring logistics considerations are taken into account in reviewing and planning programme and project planning and activities.

### **4.2. PROJECT / SUPPORT FUNCTION MANAGEMENT**

- Work with Area Coordinators and other project staff to ensure that the logistics needs of projects are identified and met to a high standard.
- In conjunction with the Area Coordinator, Sector Advisors and Project Managers, ensure project proposals and budgets reflect logistics considerations and that procurement plans are drawn up and followed, processing derogations as necessary, to ensure that procurement is achieved as efficiently and effectively as possible.
- Ensure supplies are identified, procured and delivered on time to provide value for money, within Tearfund and donor procedures, and to the right specifications.
- Ensure the security of all stock and assets held within warehouses including adequate building infrastructure and maintenance, responsible manual handling, safe stacking, accurate and timely documentation, and appropriate trained and resourced staff.
- Ensure assets are tracked and disposed of within Tearfund procedures and according to donor requirements, assigning both assets and other inventory items to individuals.
- In conjunction with the Senior Management Team, define vehicle fleet requirements and ensure vehicle usage plans, insurance, maintenance and servicing are established.
- Ensure appropriate systems for training and monitoring the work of drivers and mechanic. Ensure testing of all staff required to drive within the programme and provide training where required.
- Ensure a 24/7 telecommunications coverage with all sites through radio, satellite communications; maintaining the equipment and ensuring all relevant staff are adequately trained in their use for safe and effective communication; providing technical support as required.
- Ensure IT support coverage is provided for all sites within Tearfund policies, and ensure all staff are adequately trained to use the equipment provided.
- Oversee selection and maintenance of the office/accommodation infrastructure and associated utilities, ensuring safe and adequate living and working conditions.
- Ensure all new senior staff and those in the programme head office are briefed and appropriately trained on logistics policies and procedures.

#### **4.3. CORPORATE POLICY AND COMPLIANCE**

- Responsible for setting up, managing and overseeing all logistics systems (procurement, transport and fleet management, storage, communications, estate / buildings management, power supply, asset management, etc.)
- Responsible for compliance with the policies and procedures set out in Tearfund's Programme Logistics Manual and other policy and procedure manuals that may be applicable to a specific activity or situation (e.g. Security, Finance, HR policies).
- Regular travel to all sites within programme to monitor compliance with policies and procedures, review logistics activities and work with logistics and project staff to enhance the logistics support given.
- Delegated responsibility for health and safety within the logistics function including particularly ensuring safe vehicle fleet management and safe working/living environments for all staff. Also the health and safety of the logistics team specifically, ensuring policy and procedures are understood by staff, and any accidents are recorded and responded to appropriately. Also to ensure that all new staff are briefed and trained on proper use of equipment (e.g. radios) to ensure safety, enhance security and programme efficiency.
- Support the HR Manager in the induction of logistics staff, ensuring their familiarity with Tearfund's mandate, values, Quality Standards, policies and programme objectives, particularly focusing on logistics policies and procedures, and their individual responsibilities in upholding these standards and policies.
- In conjunction with the HR Manager and HR staff, ensure recruitment and management of logistics staff is consistent with Tearfund HR recruitment policies, the legal context and local practice.
- Ensure all logistics systems and procedures comply with the host country's and donor's legal, contractual requirements including required operating licences.

#### **4.4. TEAM MANAGEMENT**

- Provide leadership to the logistics teams at the programme head office and project office, ensuring clarity over team and individual work plans and priorities, encouraging effective team work and inclusiveness, and building a team spirit through regular meetings and team events.
- Ensure Tearfund's performance management system is effectively implemented across the project team, with objective setting, probationary reviews, regular catch ups, 6-monthly performance appraisals, personal development planning and exit interviews, carried out for all staff.
- Ensure that the Logistics team respect local cultural customs and norms.
- Conduct disciplinary and grievance procedures, as required, in conjunction with the HR Manager.
- Provide spiritual leadership to the logistics team and pastoral support where appropriate.

#### **4.5. EXTERNAL REPRESENTATION**

- Represent Tearfund at the appropriate level, to local authorities (whether formal governmental or informal de facto authorities), securing the necessary approvals to operate (e.g. Customs, Radio licences).
- Represent Tearfund at the appropriate level, to other NGOs, UN agencies, and visitors, ensuring coordination and constructive working relations and attendance at relevant inter-agency coordination meetings.
- If required, and in consultation with the Country Representative, provide advice, training and guidance to key Tearfund partners to build logistics capacity and competency.

## PART 2 – PERSON SPECIFICATION

### JOB TITLE: LOGISTICS MANAGER

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Degree and/or appropriate equivalent qualification</li> <li>Full clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Associated Technical qualification (e.g. electricians)</li> <li>Further qualification in humanitarian logistics</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven technical (sector specific) logistics experience</li> <li>Proven driving experience appropriate to the programme</li> <li>Management of technical equipment including radios, satellite phones, generators, IT</li> <li>Proven experience in the management of staff:</li> <li>Project budgeting and management</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of good logistics practice standards in: SPHERE, Humanitarian Accountability Partnership, People In Aid and Red Cross Codes of Conduct.</li> <li>Health &amp; Safety at work</li> <li>Cross-cultural/overseas work experience</li> <li>Working with government bureaucracy</li> <li>Proven NGO work experience</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>Leadership and management</li> <li>Organisational and administrative</li> <li>Negotiation and representation</li> <li>Analytical and problem solving</li> <li>Excellent written and verbal communication skills (including ability to communicate effectively in a particular language other than English for specific programmes)</li> <li>Computer literate, able to work efficiently in Word, Excel, Outlook</li> <li>Ability to lead, participate and facilitate in collective staff prayer and bible studies</li> </ul>	<ul style="list-style-type: none"> <li><b>French language spoken/written</b></li> <li>Training and mentoring skills</li> <li>Radio and satellite phone troubleshooting</li> <li>Electrical power generation troubleshooting</li> <li>Off-road driving (4x4, winching) training skills</li> <li>IT software troubleshooting</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Committed Christian with a personal relationship with God</li> <li>Committed to regular Christian fellowship with other Christians</li> <li>Christian motivation in relation to injustice and serving those in need.</li> <li>Emotionally &amp; spiritually mature</li> <li>Team player</li> <li>Understanding and sensitivity to cross cultural issues</li> <li>Commitment to accountability to beneficiaries, showing dignity and respect, and demonstrating listening and understanding</li> <li>Flexibility, ability to remain calm under pressure</li> <li>Willingness to travel and live in basic conditions</li> </ul>	<ul style="list-style-type: none"> <li>Networking</li> <li>People developer and motivator</li> </ul>