WORK WITH US

**INTERSOS** is an Italian humanitarian aid Organization that works all over the world to bring assistance to people in danger, victims of natural disasters, armed conflicts or living conditions of extreme exclusion. INTERSOS' actions are based on solidarity, justice, human dignity, equal rights and opportunities for all people and respect of diversity and coexistence, paying particular attention to the most vulnerable segments of the population.

Since March 2016 INTERSOS has begun its operations in Northern Greece. Office Headquarters are in Thessaloniki and opportunities are now available with deployment in **Ioannina** and **Thessaloniki.**

If you are searching for a challenging and exciting new opportunity in the non-profit sector, have or are seeking to gain experience working with refugees, speak fluent Greek and have a good level of English then keep reading!

We are currently seeking to fill the following vacancies:

**LOGISTICS COORDINATOR**

Duty Station: **Thessaloniki** (with frequent travelling to **Ioannina** and vice versa)

**Purpose/objective of the position**:

Defining and implementing all supply and technical logistics strategies and support to the mission, ensuring the pertinence and coherence of logistics and supply programmes, adequacy of the means provided and the compliance to INTERSOS standard, protocols and procedures in order to enable the development of the mission in perfect working conditions and optimise the impact of the projects. The Logistics Coordinator will work closely with Program and administrative staff to ensure comprehensive reporting, support and assistance to all INTERSOS activities. The Logistics Coordinator is responsible for the logistics management of IMP software.

**Management and Programme Quality**

* Participate actively in the definition and update of annual project planning and budgets, defining strategies and providing advice to the Senior Project Manager in the translation of the identified logistics/technical needs into objectives, priorities and resources needed for the program.
* Responsible for monitoring the implementation of logistics/technical activities in the mission (construction and rehabilitation, stock and supply of medical and non-medical material, fleet management and transport, vehicles and engines, equipment/installation and infrastructures, Security rules (implementation and enforcement, ICT, assets etc.)
* Ensure compliance of INTERSOS standards, protocols and procedures, across the program and according to donor requirements including procurement, and reporting to the Legal representative on the development of the ongoing programmes and proposing reorientation strategies when needed
* Coordinates the Logistics team and participates to the HR processes (recruitment, training, briefing/debriefing, evaluation, potential, detection, staff’s development and internal communication) in order to ensure both the sizing and the amount of knowledge required for the activities he/she is accountable for
* Responsible for ensuring technical reference and support for all logistics/technical issues in the mission, providing coaching to logistics staff and representing INTERSOS in meetings with Authorities and other NGOs for technical/logistics related issues
* Responsible for ensuring installation and maintenance of functional office space(s) and guesthouses facilities in an adequate living condition as well as all the equipment required
* Responsible for ensuring the proper purchase use, maintenance and registration of IT assets and office equipment (computers, software, backups, etc.) and communication tools as well as the communication means in the Program (including numbers, frequencies), allowing permanent communication between capital, projects and bases. Ensuring all staff in the projects benefits from proper training on how to use communications equipment available in the projects (e.g. satellite phones, HF/VHF radios, computers, etc.)
* Develop and implement service contract management instructions, policies and procedures. Examine and re-evaluate existing service contracts and overseeing regular rent, utilities payments (i.e., electricity, water, gas, etc.), office and guesthouses maintenance contracts and running costs procedures. Ensure that they are properly handled by Logistics Assistants, Administration and/or Focal Points
* Maintain and update an established suppliers list per base, in coordination with logistics staff and Admin/Finance Department
* Is responsible for ensuring the good storage of all projects’ materials within warehouse/stock, in respect of the INTERSOS Supply SOPs
* Check and coordinate with logistics staff that goods deliveries are done as planned and properly stored
* Ensure that the fleet is checked, regularly maintained and that vehicles are insured and taxes are paid

**Monitoring and Reporting**

* In collaboration with the Legal Representative, 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 projects security policy and guidelines, evacuation plan and contingency plan, monitoring on a daily basis the security rules observation and reporting to the Legal Representative of any problem. For this purpose, in case of absence of a dedicated Security Focal Point, the Logistics Coordinator will have to create an appropriate environment to facilitate exchange of information on security situation and will be the security back up in the absence of the Legal representative
* Plan and perform field audits to ensure consistency in process application and proper documentation and filing are maintained
* Monitoring overall procurement performance for the projects. Ensure effective and cost-efficient procurement planning by liaising with technical staff, Heads of Base and/or Project Managers to ensure that procurement plans are detailed, in place and up to date. Carry out research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality
* 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 logistics staff. Ensure that proper documentation of vehicles (i.e. lease, insurance, mechanical inspection, etc.) is properly handled by logistics staffs
* Initiate regular fixed assets and inventory check on a quarterly basis
* Ensure the production of mission level’s SOPs (if needed) for the Logistics needs
* Provides monthly reporting to the Legal representative and Logistics Unit Coordinator (through IMP) and related people on projects evolution from the technical/logistics perspective and propose corrections if needed

**Finance and Administration**

* Coordinate with the Admin and Finance Department to ensure that payment processes to suppliers are made on-time and respecting the financial systems
* In collaboration with the Admin and Finance department, is responsible to produce/adapt SOPs and guidelines concerning procurement, contract management, suppliers’ management and fleet management.

**Human Resources and Personnel Management**

* Ensure the creation and maintaining of respectful and positive working relationships, which allow for the effective implementation of all activities.
* Manage staff operating within the logistics team
* **Ensure reporting mechanisms are followed by the managed staff**
* **Contribute to the selection of logistics team staff**
* **Regularly provide feedback and review performance of logistics staff**
* **Ensure smooth communication is established and maintain within the logistics team and with other supporting entities.**

**Other**

Perform other tasks and duties as required in order to ensure a correct implementation of project activities

**Skills**

* Able to plan ahead and forecast the needs of the project on time
* Teamwork and cooperation oriented
* Able to manage a team and work on its development
* Strategic vision
* Travelling availability

**Education and past experience**

* Degree in Logistics required
* Master degree in Logistics will be an asset
* At least 2 years past experience in similar position
* Past experience in the Humanitarian Field would be highly valued
* Excellent command in English both written and verbal, Greek language will be an asset.
* Greek National, or legally allowed to work in Greece (Greek National Contract)

If you are really interested in the position, please send your **CV** in **English** accompanied by a **Cover Letter**, until **Sunday 06/01/19**, to: **recruitment.hellas@intersos.org**.

Only **shortlisted candidates** will be informed in case of interview appointment.