**Position**:**Senior Logistician**

**Contract duration**: 12 months (renewable)

**Location**: Lesvos - Greece

**Starting Date**: ASAP

**Status: Full Time**

Background on SolidarityNow

SolidarityNow (SN) was founded in 2013 upon an initiative of the Open Society Foundations (OSF).

SN is a network of people and organizations working together to alleviate the suffering of those worst affected by the socio-economic crisis.

Until now SN has supported and funded over 70 projects around Greece in the areas of legal, medical, psycho-social support, education and culture, job-creation amongst others.

SN’s initial intervention took place in the wider area of Thessaloniki and Athens through Solidarity Centers; these are “one stop shops”, hosting a variety of civil society organizations and covering a wide range of relief and context-related services and actions (i.e. medical aid, legal and psycho-social support, employability support, human rights monitoring, promotion, protection and advocacy).

SN is also greatly involved in the recent emergency response related to refugees and migrants arriving in the country. During summer 2015, SN was the only donor that allocated a total of more than 6 million EURO for a blend of projects raising from emergency response to medium and longer term concepts as migrants’ integration and anti-trafficking.

Solidarity Now Response to Population on the Move Crisis

“What is unfolding today in front of Greece, Europe, and the whole world is not a refugee crisis. It is a crisis of solidarity”.

Considering the urgent needs of displaced people as they arrive in Greece, “SolidarityNow” supports the implementation of programs with donations exceeding 10 million euros.

The projects and actions have been chosen to offer assistance to these populations through emergency services and by following a holistic approach. Among them, are projects of direct support towards the Asylum and First Reception Service, the communication and advocacy efforts of MSF, the operation of the MDM-Greece Polyclinic in Patra where the Regional Asylum Office for Western Greece is also co-sheltered and the National Rapporteur on trafficking. These programs give priority to the immediate relief of refugee and migrant populations while also supporting advocacy and awareness-raising activities in an effort to promote an effective response to needs, as they arise. Finally, they balance support between civil society organizations and state actors.

“SolidarityNow” supports 24 programs in total to meet the needs of the Populations on the Move.

* Health: 6
* Legal Support: 4
* Housing, Relief & Necessities: 8
* Information & Protection: 4
* Advocacy & Awareness: 2

Programme Context

Since Greece’s entry points became the playing field of a refugee crisis, SN has been intervening by supporting a number of state and non-state actors on the ground in the Dodecanese and North-Eastern Aegean islands that are most under pressure (Lesvos, Kos, Chios, Leros, Tilos), as well as Athens, Thessaloniki and the Northern Greek borders. The support offered ranges from psycho-social support to people on the move, distribution of NFIs, short term accommodation or shelter, supporting the national asylum service and the first reception center, and reinforcing the protection of vulnerable groups amongst others.

Athens and Thessaloniki represent the two urban points of transit in Greece in the refugee crisis; recently, they have also become the two main locations for temporary accommodation. At the moment, 20,000 people are stranded in Greece while the FYROM border remains marginally open. Still, Lesvos remains the main gate of entry. And while progress has been made, temporary accommodation needs remain uncovered by large. SN has maintained presence in Lesvos through the deployment of one senior field advisor. As well, SN has proceeded to small direct donations to local actors (“Village of all together”, Hliachtida, coast guard). Last but not least, SN has funded a number of civil society actors/NGOs response at the island. For example, SN has funded an emergency IRC project including protection elements and MDM-Greece emergency project including primary health care, NFIs distribution and needs-tailored support. SN has maintained close contact with the Mayor of Lesvos, the state coordinator and UNHCR.

Through this cooperation and following a ground assessment, SN managed to locate a private site nearby the port and city of Mytilene and only 3.5 klm from the hotspot of Moria II.

Aiming to provide relief to refugee and migrant population landing on Lesvos Island, SN has earmarked a total of EURO 1 million in order to transform the space into a temporary accommodation center providing accommodation and basic care to ~ 40,000 refugee and migrant populations on the move, in Lesvos within 1year.

The creation and functioning of “Moria II” temporary accommodation transit camp primarily targets people awaiting or following registration in Moria I hotspot, in the intermediate / few days phase. The transit camp shall operate in Larsos Region, 3.5 Klm from Moria I hotspot having as primary objective to accommodate, protect and provide access to a basic package of relief and care services (i.e. shelter, food, non-food items, access to sanitary facilities) to the hosted population. It is to be noted that accommodation pre-supposes also the provision of basic Primary Health Care and Protection Services for prioritizing the most vulnerable cases. While the project’s target population is the People on the Move, in need of basic accommodation, the camp will maintain an open door policy without restriction among the hosted. Solidarity Now shall manage the transit camp, while services will be provided by Implementing Partners.

**Objectives and responsibilities of the position**

The objective of the Senior Logistician is to ensure that field operations in Lesvos, the Moria II Camp in particular, are running smoothly and to maximum productivity; this will be achieved through a successful execution of programmefield operations and capacity building of staff and implementing partners as well as through close collaboration with Athens HQ staff and relevant associates (sub-contractors).

The senior logistician is expected to incarnate the operational arm of the project coordinator/camp manager. Leading a small team of other logistics and technical staff, the senior logistician is expected to undertake and efficiently manage all aspects of field work associated with procurement, stocks management/warehousing, distribution and transport. (S)he is also expected to undertake the most significant part of the entire project’s work associated with the same areas.

As logistics is not a very developed department within SN, the Senior logistician is expected to bring in a substantial relevant hands-on experience deriving from his/her participation under the same capacity in several projects and interventions of a similar context.

The position at hand requires a smooth operator and a proactive -though calm- personality. Significant crisis management skills and troubleshooting capacities are essential.

What is most important however, is being able to simplify and rationalize thus giving the project activities the desired pace without compromising quality of execution and financial transparency.

**Duties& Responsibilities:**

* Ensure orderly material resources planning in coordination with the project manager(s), the project administrator(s) and HQs Athens;
* Capacity building on the county and field level;
* Strengthen the financial control mechanism, monitoring, supply chain management, inventory, warehousing/storage, fleet management as well as the application of relevant policies on the field level;
* Ensure timely reporting and a constant flow of updated information on program support / operations to local staff and Athens HQs;
* Support and advise local and national staff with regards to logistics issues;
* Closely cooperate with implementing partners’ logistics dpts and logisticians in view of optimizing camps’ policies and procedures;
* Closely collaborate with the Field Operations (FO) Manager in order to devise and apply a simple and efficient registration system of in-comers and out-goers, combined with transportation options and with the nearby hotspot’s function;
* Closely collaborate with other actors on the island and the FO Manager in order to link up the operation of the Center with the arrivals and the operation of other temporary accommodation sites;
* Create, frame and follow up on the logistics portfolio in Lesvos: conduct market research & analysis, identify and register suppliers, maintain suppliers’ lists, perform comparative reporting, keep inventories of the organization’s assets and the separate programmatic activities, apply and maintain a well-documented supply requests/orders record; apply pick and drop systems if and when necessary, maintain vehicles’ lists, supervise and ensure the smooth and cost effective POL supply chain;
* Ensure the smooth functioning and proper/timely maintenance of all office and camp equipment and devises;
* Keep inventories for the organization’s assets in Lesvos;
* In charge of SN guesthouse, office and premises proper functioning and maintenance;
* Participate in the creation of and supervise the proper application, usage and maintenance of IT and other electronic/technical equipment and assets;
* In close collaboration with the FO Manager and HQs in Athens apply concrete security policies and procedures while always remaining vigilant and proactive.

**Reporting Lines and Hierarchy:**

(S)he reports to the FO Manager in Lesvos. For general logistic related matters and advice, (s)he remains in close contact with HoP.

For technical and financial issues (s)he also reports to the Finances and Operations departments in Athens HQs.

**Required qualifications and skills**

**Essential:**

* University or polytechnic degree in supply chain management, public administration, a technical college degree or qualifications that are commensurate with this position. Absence of a relevant degree may be substituted by a combination of hands on, previous, extensive (i.e. over 5 years) experience;
* Several years of project and operations management experience in carrying out logistics for humanitarian and/or development projects of national and/or international aid agencies/NGOs - preferably in the region;
* Field-based project management/ implementation experience and familiarity with the civil society space and actors in Greece;
* Experience in working with instructional national and international donors (e.g. ECAMIF, EaSI, ECHO, Hellenic Aid/YDAs, DFID, EuropeAid, USAID etc.) at the field level;
* Familiarity with national, European and institutional donors’ tender thresholds and procedures;
* Familiarity with National procurement procedures (tenders thresholds, legal and publicity requirements etc.);
* Experience in market research & procurement, warehousing, inventorying and fleet management;
* Strong IT-skills;
* Very good command of the MS-office program, excel in particular. Knowledge of working on/maintaining and updating databases (MS Access etc.);
* Coordination and organizational skills - even under a high workload;
* Very good command of English for Greek candidates. In case of suitable international candidates, SN may eventually appoint a non-Greek speaker for the post;
* Knowledge of the Geographical Information Systems is an asset;
* Stamina and ability to act in short datelines and under pressure;
* Ability to work unsupervised;
* Willingness to travel in the region;
* Ability to lead and facilitate the bonding of a diverse team in a short period of time.

**Desired:**

* Technical knowledge of Camp Coordination & Camp Management (CCCM) is a strong plus;
* Actual Camp work experience is a strong plus;
* Experience in drafting project related documents, ToRs, proposals and concept notes (the relevant sections);
* Basic knowledge of UNOCHA Cluster system or previous experience in working in a crisis managed by UNHCR.

If you are interested in applying, please fill send your CV and motivation letter to recruitment@solidaritynow.org by March 18th, 2016 (EOB), mentioning in the email subject “Senior Logistician\_Lesvos”.

SN is an equal opportunity employer. Persons with disabilities and from vulnerable and disadvantaged groups are strongly encouraged to apply.

Due to the urgency of recruitment, SN reserves the right to complete the process even before the deadline for CV submissions.