



Logistics Officer

Location	Cox's Bazar, Bangladesh	Department	International
Reports to (Job Title)	Sr. Finance & Operations Manager	Salary Band	D
Matrix manager (if applicable)	Regional Emergency Manager	<u>Competency level</u>	2

Role definition

Role purpose

To be responsible for managing and leading the setup of all emergency response logistics functions and responsibilities and will manage the logistics staff. This role will report to the Sr. Finance & Operations Manager and will support the Emergency Response Manager and Programme Manager on the best use of Christian Aid's resources. The role will include logistics support to the Bangladesh Country Programmes including the Rohingya response programme with a broad spread of programmes, staffing, thematic interventions, and complexity. As such, the role may include remote management, management of multiple field bases or direct management of logistics of various projects. The role will involve significant travel to Christian Aid programme sites. The post-holder will learn lessons from each assignment to help improve future practice.

Key outcomes

- Management of all programme logistics in Christian Aid project areas – Borno, Adamawa and Gombe; implementing the country logistics policies and procedures for the management of the supply chain, including procurement, transport and distribution, warehousing and stock management, and for the management of vehicle fleets, communication systems, and assets.
- Establishing of minimum standards of logistics procedures in line with country policies and roll out of these standards, ensuring that the standards are adhered to by relevant staff as required.
- Managing and supporting logistics staff including security guards and drivers, ensuring appropriate team structures, clear division of responsibilities, clear objectives, and management of performance.
- Providing advice and support to Programme Manager Humanitarian on logistics issues, and collaborating with staff on budgets, technical aspects of the programme, and implementation mechanisms as required .
- Where appropriate, be responsible for developing and implementing emergency preparedness strategies across the logistics aspects of the operation.
- Providing logistics training and capacity building as required across the programme.
- Ensuring implementation of the security protocols by the drivers and guards, as well as through procurement procedures and any other areas of work.

Role agility

Expected travel per annum	Up to 50 days	On call/unsocial hours	Yes, in event of Christian Aid
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response to humanitarian emergency.

Surge capacity for emergency responses Yes - could be required to to travel for more than 75 days p.a. and for a period of up to 3 months but for no more than 6 months p.a. with no less than one month's interval between postings unless in extreme circumstances.

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

Role is in the International programme role family. The post holder will directly manage and support the humanitarian work in Bangladesh, partner programmes and externally represent Christian Aid where appropriate. In addition, the post holder will provide technical guidance and support to our staff and partners ensuring that logistics and procurements are carried out in accordance with Christian Aid's and donor requirements.

Role requirements

Relationships

External: The role holder will have contact with vendors, donors, auditors, stakeholder at State and National levels. Will build strong relationships with partners, networks, donors, stakeholders and vendors.

Internal The role holder will work closely with the Bangladesh country office, closely liaising with Programme, Finance, Administrative, emergency response programme teams and with the colleagues in the Region and ICH in the Business Support and Humanitarian Team

Decision making

Budgetary/savings responsibility TBC

Required to make significant decisions on programme work in the country informed by Christian Aid strategic focus group. Significant decisions on procurement and logistics management in country. Decisions are made in order to manage a team, coordinate logistics, procurements and day to day administration to ensure that the programme and humanitarian work in Bangladesh is successfully managed

Analytical skills

Problems or issues need detailed information gathering, investigation and analysis including assessment of benefits and risks of different courses of action. Initiative and judgement needs to be applied regularly in the course of day-to-day work. Expected to make direct contribution to improved



performance, whether through own area of work or participation in cross-disciplinary projects. Required to develop new ways of doing things to better meet program goals requiring substantial creative or analytical ability.

Developing self and others

Number of Direct reports 2

Overall people management responsibility May have volunteers reporting to them

Will have formal responsibility for others including direct responsibility for performance management and developing plans to improve the performance of staff, volunteers or others; Will have overall responsibility for managing logistics for all the programmes, directing work of others and taking responsibility for ensuring that work quality and professional standards are maintained

Role related checks

Child protection clearance Not required **Counter terrorism screening** Not required

Person specification

Applied skills/knowledge and expertise

Essential

- Educated to degree level or its equivalent.
- Minimum 7 years prior INGO experience in logistics management, within a complex/large scale country programme and in emergency response/humanitarian environments.
- Substantial experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, fleet management, asset management, communications, and security.
- Experience of developing / implementing a complex international supply chain to support different types of programmes, and coordinating resources to meet the programme objectives.
- Experience of working in remote field bases with limited infrastructure
- Proven track-record in managing and supervising others in logistics, including training and capacity building
- Ability to synthesize and analyze complex information, and make clear, informed decisions
- Experience of advising and supporting others at all levels with logistics aspects of a programme, including strategic thinking and planning.
- Ability to build relationships quickly with a wide range of people, both internally and externally
- Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities
- Strong interpersonal skills.
- Excellent verbal and written fluency in English and Bangla

Desirable

- Desirable Ability to work under pressure Good understanding of grant donor financial, procurement and administrative management regulations especially multilateral donors.
- Ability to build and maintain a good network of contacts and service providers

Digital/IT competencies required



Word, Excel, PowerPoint	Intermediate	Web content design & development	N/A
Internet based collaboration tools and video calling	Intermediate	Social Media	Basic
Data Visualisation	Basic		
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