

## Job description

Job Title	Logistics officer – Cox's Bazar
Classification Level	Technical Specialist
Organizational Unit / Duty Station (Department / Zone Office / Delegation..... etc)	PMO office, Coxbazar
Immediate Supervisor's Title	Sr. Supply chain manager
Second Line Managers Title (if applicable)	Sanjeev Kafle
Technical Manager's Title (if applicable)	Not applicable
Number of Direct Reports (if applicable)	Not applicable
Number of Indirect Reports (if applicable)	Not applicable

### Organizational context (where the job is located in the Organization)

The assigned person will be base in Cox's bazar at PMO office

### Job purpose

The Logistics officer – under immediate supervision of the Sr. supply chain manager is responsible for supporting procurement, transport services tasks relating to IFRC/BDRCS programmes and operations.

### Job duties and responsibilities

1. Support planning of transportation requirements of the Sub-Office in Cox's Bazar, maintain use of transportation management system for IFRC-owned vehicles and assist in planning best use of vehicles.
2. Support organizing of temporary, local labour to facilitate the timely and efficient receipt and dispatch of goods to and from the warehouses.
3. Ensure the correct storage, rotation of stock and proper structural maintenance of warehouses to keep all stocks in good condition.
4. Contribute to the maintenance of accurate stock control and records at all times and provide weekly/monthly stock reports to the responsible Senior Logistics Officer.
5. Maintain communications with the relevant departments of the Country Office, BDRCS and Partner National Societies to ensure timely and efficient receipt and dispatch of goods in support of their operations.
6. Support maintenance and implementation of the IFRC standard warehousing and logistics policies/practices.
7. Maintain working relationship with Logs Cluster and manage all relevant coordination with Log Clusters and other joint sector units.
8. Work Closely with the Operations team/BDRCS on distribution plans/loads planning
9. Ensure proper filing of appropriate standard IFRC records for monitoring, controlling and reporting as well as maintain all records that are necessary for audits and inspections.
10. Contribute to production of regular, timely stock and narrative reports for the IFRC and donors.
11. Coordinate logistics functions with the National Society, integrating operations as far as possible.
12. Upon instruction from the Operations Manager, undertake field trips to verify details of suppliers/service providers as well as to monitor and assess the progress of logistics component of all IFRC programmes.



13. Ensure compliance with the IFRC Code of Conduct and Fraud and Corruption Prevention and Control Policy when discharging duties under this role.
14. Support the dissemination of IFRC's Fraud and Corruption Prevention and Control Policy to all suppliers/service providers who engage with the Country Office.


**Duties applicable to all staff**

1. Actively work towards the achievement of the Federation Secretariat's goals
2. Abide by and work in accordance with the Red Cross and Red Crescent principles
3. Perform any other work related duties and responsibilities that may be assigned by the line manager

**Position Requirements**

	Required	Preferred
<b>Education</b>		
Educated to graduate degree level and/or can demonstrate equivalent intellectual capacity	X	
Professional qualification or equivalent of qualifying experience in logistics	X	
<b>Experience</b>		
Good mental and physical health	X	
Experience in general logistics, including warehousing, transportation, customs clearance and procurement	X	
Experience of supervising and supporting staff or labourers	X	
Experience of working with the Red Cross / Red Crescent		X
Experience of working for a humanitarian/non-profit-making organization	X	
<b>Knowledge and Skills</b>		
Advanced skills in computers (Windows, word processing, spread sheets, etc.)	X	
Able to work independently and as part of the team	X	
Exceptional level of patience and able to work long hours	X	
Strong negotiation skills	X	
Ability to detect and resist potential fraud	X	
Documentation preparation and filing skills	X	
Ability to deliver unfavourable news to unsuccessful suppliers/providers	X	
Sensitive to cultural and regional issues	X	
<b>Languages</b>		
Bangla	X	
English	X	
Other languages:		
<b>Competencies (to be filled in by HR)</b>		
Not applicable		

**Sign off by Line Manager**

Name: Ashfaque Ahmed      Signature:       Date: 17/10/17

**For internal use only**

Classified by:	Date:
Approved by the Job Classification Committee:	Date: