



## Rapid Response Role Profile

Job Title	Supply Chain Coordinator
Classification Level	
Immediate Supervisor's Title	Head of Emergency Operations/Deputy Operations Manager/ Operations Manager
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

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

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Supply Chain Logistics Coordinator, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

### Job purpose

The Supply Chain Logistics Coordinator is responsible for the coordination and management of the country level logistics operations in co-operation with National Societies (NS) and RLU in-line with IFRC Supply chain management strategy. The coordinator will ensure the efficient and effective delivery of goods and equipment, to optimise service quality and cost effectiveness and to meet the needs of the Federation and partners.

## Role (Job Requirements)

### Job duties and responsibilities

This role carries both co-ordination and management responsibilities. The role will co-ordinate country level supply chain service provision in conjunction with NS and under the technical guidance of the IFRC Operational LPSCM. The ultimate aim of working with the NS is to build the skills and capacity of the NS to enable them to manage country level logistics as set target with RC/RC need. The coordinator is also responsible for the direct management of IFRC logistics programs and carries accountability for country level IFRC fixed logistics assets.

#### Key tasks and responsibilities

1. To develop the supply chain strategy for the operation in order to provide strategic planning for efficient supply chain services to all programs. The supply chain strategy will include the following; structure, organization, resources and assets, capabilities, procedures, communication and information, management, HR profiles and budgeting in alignment of programs and other support services.
2. To co-ordinate and manage the supply and logistics support for delegation operations including requisitioning, receiving, storing and issuing goods in-line with IFRC standards, practices and procedures in conjunction with NS Logistics.
3. To provide supervision and direction of the operations' sourcing systems in close cooperation with Regional Logistics unit.
4. Liaise with international, governmental and non-governmental organizations on logistics matters and collaborate where appropriate.
5. To build relationships with HNS Logistics colleagues in order to share learning and build capabilities to enable the transference of logistics activities from IFRC to HNS responsibility.

6. To provide logistics technical advice, support and training to IFRC personnel and HNS to warrant the necessary capability and understanding exists ensuring that there is full adherence to best practice principles, and compliance with necessary regulation, legislation and IFRC procedures.
7. To lead country level co-ordination with other humanitarian/government agencies to ensure the delivery of a right quality logistics service that meets the needs of partners and services users, avoids duplication and focuses upon the provision of aid to affected community members.
8. To be responsible for the effective management and maintenance of IFRC fixed logistics assets ensuring adherence to country and IFRC regulations, practices and other requirements.
9. To prepare timely monthly reports detailing specifics according to the needs and distributing them to the Operational LPSCM and to Geneva Surge team.
10. To produce regular, timely and accurate narrative and financial reports for the Federation and donors.

#### 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

### Profile (Position Requirements)

Education	Required	Preferred
Professional qualification in logistics or equivalent experience	⊙	
A university degree in relevant area	⊙	
Introduction to Cash Transfer Programming		⊙
Basic Delegate Training Course or IMPACT. FACT, ERU or RDRT Training or equivalent experience		⊙
Experience	Required	Preferred
7 years of experience of a wide variety of logistics roles and activities, including procurement, contracting, transport management, warehouse management, stock control, distribution and convoying, workshop management and customs clearance.	⊙	
5 years of experience of working for a humanitarian aid organisation in a developing country	⊙	
3 years of experience in providing logistics services and supply chain management in emergencies		⊙
Experience of supporting a Cash Transfer Programme		⊙
Experience of field co-ordination and liaison with NGO, government and other agencies	⊙	
Experience of managing a multinational team (including expats and local staff)	⊙	
Experience of planning and managing budgets	⊙	
Experience of writing narrative & financial reports	⊙	
Red Cross/Red Crescent knowledge and experience	⊙	
Knowledge and Skills	Required	Preferred
Knowledge of or familiarisation with Cash Transfer Programming		⊙
Valid international driving license for light vehicles (manual gears)		⊙
Valid heavy vehicle driving license		⊙
Proven experience to carry out logistics assessments and set up large operations	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
National Society Capacity Strengthening		⊙	
Coordination		⊙	
Assessment		⊙	
Direction Setting and Quality Programme Management		⊙	
Information Management		⊙	
Resource Management		⊙	
Safety and Security		⊙	
Transition and Recovery		⊙	
Community engagement and accountability	⊙		
Protection, Gender and Inclusion	⊙		
Environmental Sustainability		⊙	
Collaboration and teamwork		⊙	
Conflict Management		⊙	
Interpersonal Communication		⊙	
Cultural awareness	⊙		
Judgement and decision making		⊙	
Motivating Others		⊙	
Personal resilience		⊙	
Integrity		⊙	

Logistics Technical Competencies	Tier 1	Tier 2	Tier 3
Supply Chain			⊙
Warehousing		⊙	
Procurement	⊙		
Transport and Fleet Management		⊙	
Airport/Port Operations	⊙		
Cash Based Intervention		⊙	
Market Assessment		⊙	
Market Based Intervention		⊙	
National Society Logistics Development	⊙		
Medical Logistics	⊙		

Languages	Required	Preferred
English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		