



Rapid Response Role Profile

Job Title	Cash Logistics Officer
Classification Level	
Immediate Supervisor's Title	Supply Chain Coordinator
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 Cash Logistics Officer, deployed in a Federation coordinated 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

To provide logistics support for the Cash-Based Intervention (CBI) programme during emergency operations; the Cash Logistics Officer will provide Logistics support to the preparedness, assessment, programme design, implementation operation and review of CBI programmes as well as providing logistics support to assess and identify the strengths and weaknesses of the relevant markets in the programme's scope and operational area

Role (Job Requirements)

Job duties and responsibilities

1. To provide reports (as defined by Cash / Relief) in required format and frequency.
2. To map and identify the potential financial service providers and key commodities on the market
3. To participate in cash feasibility studies, providing logistics feedback and identifying the main issues during the feasibility assessment relevant to CBI, proposing the solution(s)
4. To monitor and report supplier performance against contracts / framework agreements
5. To collect data and provide analysis on market price, access, quantity and quality data, as well as changes in price, availability or quality of key commodities, reporting accordingly during the lifespan of any CBI programme
6. To identify potential Financial Service Providers (FSPs)
7. To ensure data collection on quantity, quality, cost and physical access to Retail and Supplier markets in accordance with pre-determined templates and sequencing of actions
8. To perform continuous monitoring of required market and commodity data (quality, quantity, cost, physical access – current and predicted)
9. To ensure data collection including:
 - a. Staff and volunteers familiar with and trained in the use of tools, approaches and relevant procedures
 - b. The main actors in the Supplier and Supply Chain markets for key commodities or services
 - c. Collation of data to support analysis and production of relevant information from questionnaires and participatory tools
 - d. Identification of key / basic risks related to the use of the range of markets to access key commodities or services, as well as related mitigation or contingency measures
10. To ensure the performance of basic quality control for the key commodities and services

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		⊙
Basic Delegated Training Course or IMPACT. FACT, CAP, ERU or RDRT Training or equivalent experience	⊙	
PECT Training	⊙	
Market assessment training	⊙	
Introduction to Cash Transfer Programming	⊙	
Experience	Required	Preferred
Logistics field experience, ideally in the humanitarian field, with experience in warehousing, airport clearance, transporting goods, fleet management, purchasing, customs clearance; minimum 3 years	⊙	
Experience in deployment as a Logistics ERU Team Member, at least once.	⊙	
Experience in developing action plans in emergency situations.		⊙
Experience in field coordination and liaising with other teams within operations		⊙
Experience in Cash transfer programming.	⊙	
Experience in planning and managing budgets.	⊙	
Experience in managing technical data and presenting to non-technical audience.	⊙	
Proven experience to carry out logistics assessments and set up large operations	⊙	
Knowledge & Skills	Required	Preferred
Valid international driving license for light vehicles (manual gears)	⊙	
Scheduling abilities - understanding pledges (mobilization table), understanding timelines (pipeline report), utilisation of in-country stock position report.	⊙	
Understanding weight and volume measurements, and load capacities/modalities.	⊙	
Budget and financial management skills	⊙	
Staff development skills		⊙
Ability to work in a cross-functional environment	⊙	

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
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		