



Rapid Response Role Profile

Job Title	Logistics ERU Team Leader
Classification Level	
Immediate Supervisor's Title	Supply Chain Coordinator/ Head of Emergency Operations/ 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 Logistics ERU Team Leader, 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 effective leadership and management of Logistics ERU team members and coordination of the activities carried out by the Logistics ERU. To support the Supply Chain Coordinator to manage country level logistics operations in conjunction with National Societies (NS) and in-line with the Emergency Plan of Action (EPOA) / Appeal and the Logistics strategy to optimise service quality and cost effectiveness and to meet the needs of affected communities and the Federation. The Logistics ERU Team Leader will coordinate the safe reception, storage and dispatch of relief and others ERU consignments, recording movements and reporting on goods.

Role (Job Requirements)

Job duties and responsibilities

1. Supporting the development and continual revision of the logistics strategy in order to meet the EPOA for the operation and to provide efficient logistics services to all programs.
2. Coordinating airport, port and road border operations: receiving, un-loading, clearing and transporting relief goods
3. Coordinating warehouse operations, including sourcing and contracting existing warehouses/storage capacity, erection of temporary warehouses, implementation and maintenance of all warehouse systems including security and provision of stock level/stock movement data and establishing appropriate/standard KPIs and performance measures
4. Coordinating the provision and management of transport of relief materials as determined within the IFRC Plan of Action, both in-coming (imported and/or locally-sourced) and out-going against requisitions
5. Supporting the implementing fleet management for all vehicles within the relief operation (if no IFRC Fleet delegate in place)
6. Support local procurement as required and as specified by the RRT Team Leader / IFRC Logistics Coordinator in accordance with ERU SOPs and IFRC procurement procedures
7. Implement procedures, processes and guidelines using IFRC systems so that the work is carried out in an effective, compliant and coordinated way and meet audit requirements.
8. Ensure appropriate document handling, stock management, Key Performance Indicators (KPIs) and financial recording systems are established and maintained
9. In line with the optimal organization structure (reviewed / revised as the operation progresses), train and develop the necessary skills for National Society counterparts and/or others to facilitate the handover of the Logs ERU tasks
10. Provide appropriate supervision, guidance and support to the members of the ERU team to ensure activities are well coordinated and performed to a uniformly high standard, including performance management of team members in line

with the code of conduct and IFRC HR processes. In cases where the team is split across multiple locations ensure an effective mechanism for remote management is established.

11. Continually evaluate what the optimal Logs ERU team composition requirements are/will be, identifying gaps in capacity and making recommendations of how to fill those gaps (e.g. requesting additional team members where needed) to ensure the quality of logistics service provision.
12. Establish and maintain working relations with the Federation and NS staff to ensure the activities of the ERU are in keeping with the wider operational objectives. This may include:
 - a. reaching joint agreement on the way the ERU will operate, being aware of roles, responsibilities, lateral relationships and accountabilities and at all times ensuring the ERU operates within the bounds of the SOPs
 - b. coordinate the activities of the ERU with other ERUs, the Federation Office and Rapid Response teams and the host National Society
 - c. agree the timeframe for integration and handover of the ERU (including assets where appropriate) into mainstream activities of the Federation/NS according to the Standard Operating Procedures
13. where possible, facilitating the upgrading of skills of local NS staff / volunteers (or local population)
14. Provide timely, regular and appropriate narrative, technical and financial reports to the HNS, Operations Management, Supply Chain Coordinator, (Relief – Logs Interface where applicable), ZLU, IFRC Secretariat (DCM Gva), deploying NS, SIMS (for input & output) and coordination bodies (NDMO, Logs Cluster etc.)
15. Ensure security guidelines are implemented and enforced for Logs ERU team members (including where context requires the drafting of security plan for the team including medevac, hibernation/relocation and responsibility for critical incident management)
16. Ensure accurate management and recording of ERU assets and financial resources
17. Ensure appropriate self-sufficiency for the ERU
18. Liaise with government officials and representatives from the UN and other NGOs as appropriate, including attendance at inter-agency meetings and Logistics cluster meeting

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, IMPACT or equivalent knowledge	⊙	
Logistics ERU training	⊙	
Emergency Team Leader training	⊙	
FACT, RDRT or CAP training or equivalent experience		⊙
Introduction to Cash Transfer Programming	⊙	
Experience	Required	Preferred
Minimum 8 year's logistics field experience ideally in the humanitarian field	⊙	
Experience of warehousing, airport clearance, transporting goods, fleet Management, purchasing, customs clearance	⊙	
At least one deployment as a Logistics ERU Team Member (with strong positive mission appraisal)	⊙	
Experience of developing, revising and implementing action plans in emergency situations		⊙
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 & Skills	Required	Preferred
Knowledge of or familiarisation with Cash Transfer Programming	⊙	
Knowledge of communications systems (satellite phones, etc.)	⊙	
Valid international driving license for light vehicles (manual gears)	⊙	
Valid heavy vehicle driving license	⊙	
Budget and financial management skills	⊙	
Staff development skills		⊙
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		⊙	

Technical Competencies	Tier 1	Tier 2	Tier 3
Supply Chain		⊙	
Warehousing		⊙	
Procurement	⊙		
Transport and Fleet Management		⊙	
Airport/Port operations	⊙		
Cash Based Intervention	⊙		
Market Assessment	⊙		
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:		