



## Rapid Response Role Profile

Job Title	Supply Chain Administration Officer
Classification Level	
Immediate Supervisor's Title	Logistics ERU Team Leader
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 Logs ERU/Supply Chain Administration Officer, 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

As part of the Logistics ERU team, the Supply Chain Administration Officer will ensure the implementation of a full commodity tracking system: from acknowledgement of receipt through to consolidated stock reporting ensuring adherence to IFRC procedures and standards to provide a high quality, efficient and cost-effective logistics service that meets the needs of services users

## Role (Job Requirements)

### Job duties and responsibilities

1. Tracking & Reporting:
  - a) Acknowledge receipt of consignments (including shortages, damage etc.) to appropriate functions, in-country, RLUs, Geneva and NS as appropriate.
  - b) Develop a commodity reception system, including procedures for consignments lacking proper documentation.
  - c) Establish, operate and maintain the tracking and reporting of commodities using Federation tools and guidelines.
  - d) In conjunction with the ERU Team Members, maintain up-to-date inventory reports for items held in the warehouse(s) or other locations, making such reports available to other functions as necessary. Establish and maintain appropriate filing system for all logistics activities.
  - e) As appropriate, assist with the selection and recruitment of local staff; their training in the use of the Logistics system and their supervision and management.
2. Finance:
  - a) Establish and manage the cash book system.
  - b) Monitor budgets, in support of Team Leaders overall management of the budget.
  - c) Establish and management of the petty cash and working advance systems.
  - d) Act as contact point for team finances and liaison point for Finance department and deploying National Societies.
  - e) Compile financial reports from the Logs ERU for IFRC Finance, and the deploying NS finance departments.
3. General:
  - a) Contribute to narrative reports from the Logs ERU for the FACT Team Leader/Logistics Coordinator, Federation, NS and other parties.
  - b) Assist, as required, in training courses and workshops organized by the Federation and other NS.
  - c) Team admin services (Fleet for Team, Accommodation, welcome service, general team arrangements, etc.)

### 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		⊙
Basic Delegates Training Course, IMPACT or equivalent knowledge	⊙	
Logistics ERU training	⊙	
Introduction to Cash Transfer Programming		⊙
Experience	Required	Preferred
Experience of working as part of a team and staff management	⊙	
Experience of managing budgets	⊙	
Experience of narrative & financial reporting	⊙	
Experience in managing and training staff/volunteers		⊙
Red Cross/Red Crescent knowledge and experience	⊙	
Experience of Logistics administration		⊙
Knowledge & Skills	Required	Preferred
Self-supporting in computers (Windows, spreadsheets, word-processing)	⊙	
Proven ability to operate current IFRC commodity tracking system		⊙
Excellent communications skills including report writing	⊙	

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	⊙		
Administration and Accounting		⊙	
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:		