



Rapid Response Role Profile

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

The Logs ERU/ Logistics Officer is responsible for providing logistics support services to IFRC or NS emergency operations through the Logistics ERU system, ensuring safe reception, storage, distribution and reporting of goods handled by the ERUs deploying into the operation. Apply the highest quality of service provision to meet the needs of service users and match to LPSCM strategy and IFRC procedures

As part of the ERU team and complying with the tasks assigned by the ERU Team Leader, the Logs ERU/Logistics Officer is responsible for ensuring the safe reception, storage and distribution of all IFRC items and others ERU consignments, recording movements and reporting on goods. Furthermore, to plan and organize country level IFRC logistics activities including transportation and warehouse/stock management 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 and audit requirements.

Role (Job Requirements)

Job duties and responsibilities

1. Airport operations:
 - a) Receiving, un-loading, clearing and transporting goods and equipment.
 - b) Liaise with airport authority and logistics services provider at the airport to ensure smooth reception and rapid clearance.
2. Port operations:
 - a) Receiving, un-loading, clearing and transporting goods.
3. Warehouse operations:
 - a) Sourcing warehouses, construction of temporary warehouses, implementation and maintenance of all warehouse systems
 - b) Security and provision of stock level and stock movement data.
 - c) Prepare staff plan and recruit daily workers.
4. Transport and Fleet:
 - a) Identify transportation options to meet the needs of the operation.
 - b) Organise transport according to the relief plan of action and other needs.
 - c) Implement fleet management system for all vehicles

5. Procurement:
a) Undertake local procurement as required and as specified by the Logs ERU TL and Supply Chain Coordinator in accordance with ERU SOPs and following IFRC procurement procedures
b) Apply financial management principles and ensure running and operational costs are clearly defined and reported against.
c) Know and apply IFRC financial controlling system
6. Reporting:
a) Ensure appropriate document handling, stock management, performance figures and financial recording systems are established and maintained
b) Contribute to narrative and financial reports of the ERU TL or the FACT TL
7. National Society Relations:
a) Estimate the capacity of the National Society and train and develop the necessary skills of National Society counterparts and/or others to facilitate the handover of the Logs ERU tasks.
b) Maintain regular contacts and information exchange with National Society counterparts and inform the ERU TL of available capacity.
8. General:
a) Promote adherence to best practice principles and compliance to necessary regulations, legislation and IFRC procedures.
b) In line with the operational needs defined by the ERU Team Leader, liaise with government officials and representatives from the UN and other NGOs as appropriate, including attendance at inter-agency meetings
c) To carry accountability for the maintenance of non-specialist logistics equipment owned/operated by the IFRC ensuring compliance with all regulations and quality standards.

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
Minimum 5 year's logistics field experience ideally in the humanitarian field. Experience of Warehousing, Airport Clearance, Transporting goods, Fleet Management, Purchasing, Customs Clearance	⊙	
Experience of managing budgets	⊙	
Experience of narrative & financial reporting	⊙	
Assessment skills	⊙	
Experience in managing and training staff/volunteers	⊙	
Red Cross/Red Crescent knowledge and experience		⊙
Knowledge & Skills	Required	Preferred
Knowledge of communications systems (satellite phones, etc.)	⊙	
Valid international driving license for light vehicles (manual gears)	⊙	

Valid heavy vehicle driving license	⊙	
Good understanding of financial process and budgeting	⊙	

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		⊙	
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:		