



Rapid Response Role Profile

Job Title	Mobilization Officer
Classification Level	
Duty Station	
Immediate Supervisor's Title	Regional Logistics Coordinator/Manager
Technical supervisor's Title	
Number of Direct Reports	
Number of Indirect Reports	

Organizational context

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organization 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 overall Mobilization Officer role, 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 Mobilization Officer is responsible for 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

Job duties and responsibilities

- Support the IFRC Regional Office in planning, implementing, and reporting of all logistics, supply chain and procurement issues across the Region and with specific Operation(s).
- Management of operational mobilization ensuring that the most efficient supply chain is applied, if applicable.
- Management of Donor relations for all In-Kind Donations (IKDs), acting as the focal point for all NS's IKD's into the Mobilisation table (Mob Table).
- Have regular contacts with all Partner National Societies on their intended donations to the operation, advising them on the items and mobilization SoP's.
- Work in close coordination with regional SPRM for all earmarking's /cash pledges against the mobilization table.
- Coordinate closely with IFRC Delegation/operation for logistics, supply chain and procurement related compliance of the emergency operation across different national societies.
- Plan and mobilize IFRC resources in support of the assessment, planning, and implementation of procurement of goods at a scale for the emergency response.
- Establish regular contacts with the Movement Partners and support them in planning based on an ever-changing situation.
- Liaise and coordinate with the relevant stakeholders regarding the delivery of supplies, and keep all parties informed, in a timely manner, of any changes.
- Liaise regularly with Regional and GVA Finance for IKD related matters and for cash pledges that are utilized for purchasing good in response to the operational needs.
- Assist, as required, in training courses and workshops organized by the Federation and other NS.

Tracking & Reporting:

- Be the focal point for the IFRC mobilization.
- Issue of Commodity Tracking Nos (CTNs) for all goods In kind donated towards the appeal.
- Issue pipelines for the logistics teams and share shipping documents using the established structure.
- Acknowledge receipt of consignments by issuing GRNs (including shortages, damage etc.) to appropriate functions, in-country, RLUs, Geneva and NS as appropriate.

- Develop a commodity reception system, including procedures for consignments lacking proper documentation.
- Establish, operate and maintain the tracking and reporting of commodities using Federation tools and guidelines.
- 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.
- 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.
- To prepare timely monthly reports detailing specifics according to the needs and distributing them to the Operational GHS&SCM unit and to Geneva Team.
- To produce regular, timely and accurate narrative and financial reports for the Federation and donors.
- Work closely GHS&SCM teams to ensure standardized and technical compliance of goods and products.

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

Position Requirements

Education	Required	Preferred
Professional qualification in logistics or equivalent experience		⊙
Basic Delegate Training Course or IMPACT, Induction, CAP, or RDRT Training or equivalent experience	⊙	
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 and Skills	Required	Preferred
Self-supporting in computers (Windows, spreadsheets, word-processing)	⊙	
Knowledge of HLS, Logic and D 365		⊙
Ability to operate current IFRC commodity tracking system	⊙	
Excellent communications skills including report writing	⊙	
Valid international driving license for light vehicles (manual gears)	⊙	

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
National Society Capacity Strengthening	⊙		
Coordination		⊙	
Assessment	⊙		
Direction setting and Quality Programme		⊙	
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
English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		