

Title of post: Logistician/Administrator**Example Posts**

Logistics Assistant

Reporting Line

Assessment Coordinator

Education

- High school certificate

Experience

- 2 years of university studies or equivalent training in (humanitarian) logistics
- Experience in team management
- Previous experience in similar position
- Strong local knowledge (geography, transportation/communication infrastructure, customs)

Language

Excellent command of oral and written English. Knowledge of local language.

Skills

- Strong organizational and administration skills
- Excellent communication skills
- Good technical knowledge (IT, Mechanics, Power supply, communication means, etc.)
- Good knowledge of Supply Chain mechanisms (procurement, warehousing, transport, distribution)
- Accountability
- Diplomacy
- Rigour in managing accounts and expenses
- Financial management knowledge
- Problem solving ability
- Ability to work and live in harsh conditions and to work under pressure
- Ability to work independently

Role description and responsibilities

- Provide logistics support to the team and establish links with local/national logistics entities and with other relief organizations.
- Organize the internal work-flow of the assessment team and ensure that all staff is constantly updated on the current situation, e.g., activities, personnel, contacts, meetings, security procedures, etc.
- Assist in maintaining and submitting logistical, financial and administrative reports as required
- Introduce administrative systems and procedures, including logging and filing, documentation and filing of messages
- Establish a mail reception/distribution/information focal point for relief agencies.
- Procure maps, boards, stationery and other support materials necessary for the team.
- Ensure management and maintenance of the IT equipments (storage conditions, incident report, etc)
- Manage the equipment means of communication and vehicles
- Procure and manage external services
- Manage the accounts and take part in the preparation of financial reports
- Assist in procurement, collecting of quotations, generating of supply requests etc.
- Properly maintain record of all expenditures as per policy
- Ensure maintenance of computer hardware and software
- Provide guidance on how to use the computer equipment properly

Assessment Coordinator:

Name: _____

Position: _____

Signature: _____

Date: _____

Logistician administrator:

Name: _____

Position: _____

Signature: _____

Date: _____