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**JOB DESCRIPTION**

**ICT/Liaison Officer / Addis Ababa / Ethiopia Mission**

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| **Position:** Liaison Officer | **Status:** Salaried |
| **Starting date:** October 2022 | **Contract duration:** 12 months with possible extension |
| **Country:** Ethiopia | **Position location** Adiss Ababa with regular Field offices visits |
| **Report to:** | Logistics Coordinator |

**1. Context of the mission**

The humanitarian aid organization Ärzte der Welt e. V. is the German division of the international network Médecins du Monde/Doctors of the World (MdM). The 17 members of the network implement domestic and international health care projects, currently almost 417 projects in 74 countries around the world.

MdM provides emergency medical aid in disaster and crisis situations, supports access to health care and, if possible, assists with reconstruction measures as well as long-term development co-operations in neglected regions around the world. MdM ensures that its health services are provided equally to the most vulnerable citizens, internally displaced people and host communities, regardless of their ethnic, social, religious or political background.

MdM has been working in Ethiopia since 1986, implementing different types of health projects from long-term interventions to emergency response. MdM Germany became operational in the country independently in 2021, pursuing two programmatic approaches: firstly, support for local partner in development-oriented projects and secondly, implementing larger scale emergency humanitarian intervention in Somali Region for the drought and conflict affected communities.

**2. Purpose of the post**

Under the supervision of the Logistics Coordinator and Country Representative, the Liaison officer will be responsible for the following main activities:

* Executing the maintenance, follow-up and monitoring of all IT and Telecom equipment, tools and services, as well as ensuring onsite technical support and training of users under his/her responsibility in accordance with MdM G standards, policies, protocols and procedures, in order to guarantee the efficient use of all IT and Telecom services and infrastructure.
* Provide logistical support from Addis through procurement, follow up of customs clearing, arranging local transport and other required logistical support.
* Liaising with partners, donors, and government authorities for example:- amongst other things networking and participation, showing visibility, taking a leadership when required, processing approvals and operational activities. Participate in meetings with UN agencies, INGOs, partners and governmental institutions and represent MdM Germany at the Addis Ababa level in close coordination and coomuincation with Country Representative.
* Act as focal person for safety security at the capital level and disseminate the security updates to all MdM Germany staff members, in collaboration with LogCo, HoM and Secu Advisor.

**3. Tasks and responsibilities**

Information and communication technology (ICT) :-

* Monitoring, maintaining and following up on all Information Technology (IT) and Telecom equipment, tools and services in the mission, in accordance with MdM G standards, policies, protocols and procedures.
* Supervising, implementing and improving data security protocols (data saving, firewall, User Access right, backup, security for equipment and software, etc.) to ensure data security, availability, and immediate operational recovery and continuity in case of emergency.
* Providing educational support (briefing, training and support, etc.) to all users, and to logistics experts dealing with IT and Telecom systems.
* Ensures that all details of Laptops, PC, mobile, satellite phones, and E-mail addresses are updated and available to all staff in the mission in collaboration with IT at HQ.

General logistics :-

* Ensure the smooth procurement of goods and services at the capital level by following the organization’s and donor procurement policies and procedures.
* Undertake a market study; set up and maintain a database of local suppliers, detailing criteria of quality, price, service, ethics, etc and maintain good working relations with suppliers.
* Ensure that vendor eligibility screening is carried out in a timely manner, updated regularly, and, recorded appropriately.
* Maintain accurate filing systems, with documented and supported records of action, process and maintain service contracts and liaise with finance to ensure compliance and payment schedules.
* Process custom clearance, tax exemption, registration, licensing, insurance and manage documentation.
* Proactively coordinate and follow the management and tracking of all medical supplies, equipment, and materials in transit, through its receipt, storage, and onward dispatching/transportation to the locations.
* Conduct the physical inspection of received items, and verify the quantity, quality, packing, etc mentioned in the PO.
* Ensure hiring/arranging of transportation and movement of goods in the project and supervise the loading and offloading of goods.
* Prepare and share a consolidated monthly report related to logistics, security, coordination, and communication/IT and share that with Logistics Coordinator and Country Representative.

Liasioning:-

* When requested represent MdM Germany at a federal level and regional level as required (like ACSO, MoH, MoF, Customs), partners, INGOs and other organizations by ensuring good cooperation, partnerships and ensuring adequate information sharing.
* Coordinate on a regular basis with partner organization’s, logistics teams, to ensure appropriate links for interagency logistics and security coordination.
* Liaison with customs, shipping, freight forwarders and government authorities for processing of customs, tax exemption, equipment registration, licensing, insurance, clearing and forwarding documentation.
* Participate in the monthly cluster meetings conducted by various UN and/or relief organizations.
* Establish a harmonized line of communication between the teams in the capital and field offices.

Security:-

* Act as a security focal person at Addis level and support Logistics Coordinator and Country Representative to ensure proper implementation of safety and security procedures.
* Monitor security information and networks within the project area and ensure that security information is disseminated appropriately and effectively.
* Provide briefing/orientation to all newly arrived staff in Addis on safety and security, communication, project activities, etc.
* Provide recommendations for improvement in security management and ensure systems mitigation risks from fraud, corruption, and insecurity.

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**4. Expected profile**

* Bachelor degree
* Relevant training in liaison, ICT, procurement, security, and logistics
* Previous experience on ICT is an advantage
* 3 years experience working with INGOs
* Ethiopia driving licence public 1
* Good working knowledge of both English and Amharic languages are essential
* Strong organizational skills in emergency situations and autonomous in daily operations
* Good communication and reporting skills
* Fully fluent in Microsoft Word, Excel, and PowerPoint
* Experience/knowledge of Addis Ababa is a plus