

Logistics Specialist

General description

The logistics specialist leads logistics operations within a variety of fields to ensure a timely, cost-efficient and uninterrupted supply of goods and services to meet the needs of beneficiaries. Logisticians are likely to focus on one specific area of logistics i.e. warehousing, fleet and workshop management, port operation management, aviation, procurement, while a supply chain specialist is covering all areas. In addition there is the logistics cluster coordinator function.

Logistics Specialists will primarily, but not exclusively, be deployed to WFP, UNHCR, UNICEF and FAO.

Examples of duties and responsibilities

Warehouse management:

- Responsible for the receipt, storage, onward transportation, accounting and reporting of commodities.
- Ensure all items are documented and in good quality.
- Make random checks of commodities to confirm quantity and quality.
- Maintain all warehouse equipment and ensure full security of the premises.

Fleet/workshop management:

- Manage and monitor the performance of entire fleet, routing and scheduling planning.
- Run the workshop incl. order spare parts, repair according to standards, increase cost effectiveness and recommend write-offs of vehicles.
- POL management.

Procurement:

- Assess the needs of the operation, develop and implement procurement strategy.
- Monitor and review purchase orders, procurement requests, solicitation requests, bid evaluation, award of contracts.
- Improve procedures related to customs clearance, re-export of goods, transport and control of sourced goods, ensure correct storage facilities and procedures.

General:

- Develop and implement appropriate procedures, specifications and SOPs.
- Data collection, data analysis and reporting to inform supply planning.
- Financial controlling, budget review, staff supervision and training, administration.
- Collaborate with authorities, UN and NGOs, attend inter-agency and cluster meetings.

Required qualifications

- Professional technical experience matching the above-mentioned duties and responsibilities.
- A minimum of 3 years international humanitarian field experience.
- Relevant educational background and knowledge of the UN.
- Knowledge and understanding of the complexity related to refugee and IDP situations.
- Proficiency in one (preferable two) languages. English is obligatory, while French or Arabic is an advantage.