



## Logistics Coordinator – Iraq, Erbil

**Country:** Iraq and Kurdistan region of Iraq – Location: Erbil, with regular trips to Dohuk, Suleymaniyah, Mosul and Ninewah region

**Duration:** 7 months, renewable according to available funds, starting as soon as possible

**Conditions:** Salaried contract, gross monthly salary from €1,800 to €2,300 depending on experience, monthly per diem €500, medical coverage of 100% + repatriation insurance + provident fund, accommodation, international and local transportation as part of the mission, break every 3 months. More information on [www.trianglegh.org](http://www.trianglegh.org), under "Participate".

Family duty station: no.

### Presentation of TGH

#### ***"Actor in a sustainable and shared solidarity"***

Founded in 1994, TGH is a French international solidarity organization based in Lyon. The association designs and implements emergency, rehabilitation and development programs in the following sectors: water, hygiene and sanitation, civil engineering, food security and rural development, socio-educational and psychosocial. TGH is currently operating in 10 countries in Africa, Asia, Europe and the Middle East.

### Context

The Regional conflict in Iraq and Syria will complete its sixth year with no rapid end in sight. It has torn apart families, displacing more than 11 million individuals: more than 7 million inside the country and more than four million who have fled the conflict in search of safety in neighboring countries, including Lebanon, Jordan, Turkey, Egypt and Iraq, and further afield in Europe (507,421 persons by the end of September 2015). While Kurdistan Region of Iraq is still hosting around 240 000 Syrians, Iraq has seen major displacement of an estimated three million persons within its borders due to the advance of ISIS and subsequent fight to push them out of Iraq.

The Kurdistan Region of Iraq, hosting 97% of the Syrian refugees within Iraq, is also now host to some one million internally displaced persons, constituting a 25% population increase. Furthermore, the KR-I continues to share frontlines of armed conflict in the "disputed" Iraqi territories since the 25th September Kurdish independence referendum and faces a budgetary crisis which presents serious challenges in the access to services (e.g. education) for displaced and host community populations.

The defeat of ISIS's last remaining strongholds in Iraq is now leaving ground for reconstruction. However, in places such as West Mosul that have seen severe destruction or remote areas where services are lacking, returns are not happening fast and Iraqi people are still displaced in IDP camps of Ninewa or the East bank of Mosul. The political and military stalemate between the Federal Government and Iraqi Kurdistan is keeping the tension high along the disputed territories. Iraqi elections are putting an additional level of inter-community tensions as military groups contribute to the political shaping of the areas retaken from ISIS. Intra-community tensions within Iraqi Kurdistan are also on the rise in reshuffling of the political landscape after the October 2016 events and the fall of the two historical leaders of the main parties.

### Presentation of the mission

TGH worked in Kurdistan from 1995 to 1999 in the education and agriculture sectors to support refugees from Turkey. In 2013, TGH reopened a mission in Kurdistan and conducted several projects in Erbil: WASH in schools, Winterization distribution, Education and psychosocial support. Since 2016 TGH has deployed an emergency response supporting Iraqi IDPs in three camps of Ninewa Governorate (Salamiya 1, Khazer M1 and Nimrud camps) with child protection

services and education in emergencies. TGH has also been conducting and still developing livelihood activities towards vulnerable returnee households in rural Tel afar / Hamdaniya districts. TGH have a sub-office in Nimrud village (Hamdaniya district) for the camps operations. More recently TGH have opened sub-offices in Baghdad and in Mosul for the Mosul / Hamdaniya operations and develop further project in Federal Iraq.

## **Job description**

The overall objective of the Logistics Coordinator is to ensure the implementation of all logistics procedures and to train the local support team in order to support the current and future projects.

The Logistics Coordinator is under the responsibility of the Head of Mission. The main responsibilities include:

### **Ensuring the functioning of the Logistics Department at coordination and field levels**

- Establish clear channels and harmonized procedures for all sub-offices as required
- Ensure the good management and documentation of all the supply chain activities in all operational bases
- Ensure the respect of internal and donors' purchase procedures
- Ensure the quality and timeliness of the purchases
- Ensure the good management of all the equipment, assets and premises
- Ensure the good management of movement plan, the team of drivers and the fleet of vehicles
- Elaborate a stock strategy in line with the Program needs
- Ensure the proper use and follow up of TGH Logistics internal tools (Purchase plan, purchase follow-up, etc.)
- Strengthen logistics support to field offices including procurement plan and purchase follow up, stock management, fleet management, service contract follow

### **Strengthening of the logistics department**

- Provide training to the logistics team on the internal logistics procedures, specific logistics subjects (stock management, supply chain, fleet management etc), as well as logistics tools (purchase follow up, purchases requests, etc.)
- Build the capacities and provide specific training to the Logistics Assistant and the Deputy Logistics Coordinator
- Recruit, if required, staff for the Logistics Department and provide training
- Accompany and train TGH partners (national NGOs) regarding logistics procedures and purchase process

### **Contributing to security management on the mission**

- Assist HoM in the implementation and enforcing of internal security guidelines
- Assist HoM to obtain access letters and authorizations required by the authorities
- Assist HoM for security assessments
- Ensure security equipment and devices are present and functional

### **Contributing to internal and external coordination**

- Attend internal coordination meetings
- Attend external inter-NGO logistics coordination meetings
- As and when needed, contribute to writing financial reports and compiling data for financial reports
- As and when needed, contribute to writing budget proposals
- As and when needed, contribute to monthly reporting to Head Quarters
- Regularly report to Head of Mission

*This list of responsibilities could be modified according to the needs in the field.*

## **Security, working and living conditions**

Despite the war context outside of KR-I, the region is generally safe.

Erbil city is safe, and there are few restrictions of movement within the city. There are restaurants, sport centers, parks, supermarkets. Trips to the countryside are possible at weekends with prior validation by HoM. Security rules may be revised according to the evolution of the context.

Working and living conditions in Erbil are good. Communication means are satisfying (efficient internet, international phones). The office is separated from the guesthouse. The guesthouse is spacious and individual rooms are available for each expatriate.

Recent political events have led to significant context changes due to the referendum held in September 2017 in the region of Kurdistan and recent stalemate following the Iraqi parliamentary elections. A resurgence of ISIS asymmetrical attacks are still seen in parts of the country which the Iraqi forces have difficulty to control. The security and political context therefore remain complex and dynamic.

## Profile

- At least 1 year experience as Logistician in humanitarian context is required
- Fluent in French and in English; Arabic is an asset
- Good skills in transfer of knowledge/training
- Computer skills (including Excel and Word)
- Writing skills in French and in English
- Excellent interpersonal and diplomatic skills
- Autonomy, rigor and skills for synthesis
- Good organizational skills
- Adaptation capacities to dynamic context

## Application

Applicants are invited to send a resume + a cover letter by mail to the following e-mail address: [recrutement@trianglegh.org](mailto:recrutement@trianglegh.org), to the attention of Alexandra Bourdekas, Human Resources Manager.