



Logistics Coordinator – Iraq, Erbil

Country: Iraq and Kurdistan region of Iraq – Location: Erbil, with regular missions to Bagdad, Mosul, Dohuk, Suleymaniyah, and Ninewa region

Duration: 9 months, renewable according to available funds, starting from June 2019

Conditions: Salaried contract, gross monthly salary from €1,800 to €2,300 depending on experience at first, and then from July 1st gross monthly salary from €2,300 to €2,800 depending on experience (general upgrade of the salary scale), monthly per diem USD 650, 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, under "Participate".

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, started in 2011, has torn apart families, displacing millions of people inside the country and pushed other millions to look for refuge in the neighboring countries and Europe.

The Kurdistan Region of Iraq, hosting 97% of the Syrian refugees within Iraq, is also now host around 700 000 internally displaced persons. Furthermore, the KR-I 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 and IDPs return. However, in places such as West Mosul and other vast portions of territories that have seen severe destruction where services are lacking, returns face structural limits (absence of livelihood opportunities, lack of public services, shelter...) and Iraqi people are still displaced in IDP camps of Ninewa or the East bank of Mosul.

Inter-community tensions are still present in this context, as military groups contribute to the political shaping of the areas retaken from ISIS. Despite the loss of the territories it used to control; ISIS cells are still present and active across Iraq, conducting frequent attacks.

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 four camps of Ninewa Governorate (Salamiya 1 and 2, 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.. 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.)
- Ensure effective and cost efficient procurement planning by liaising with technical staff and/or Project Managers to ensure that procurement plans are detailed, in place and up to date
- Examine and re-evaluate existing service contracts and oversee regular rent, utilities payments (i.e., electricity, phone and internet credit, etc.), office supplies contracts and running costs procedures
- Visit all projects sites and offices in order to verify and improve logistic support, implementation of procurement plan, stock management, fleet management

Strengthening of the logistics department

- Build the capacities of the Logistics Team (Logistics Assistant, Logistic Officer, Field Officer), evaluate their performance as necessary.
- 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.)
- Develop operational and organizational capacities of the Deputy Logistics Coordinator to ensure autonomy of Erbil main support office
- Build operational capacities of Mosul and Baghdad log staff to ensure their autonomy in everyday tasks
- 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

There are 5 bases/offices on the mission, located in Erbil, Baghdad, Mosul, Dohuk and Suleymaniyah. Despite the war context outside of KR-I, the region is generally safe.

Despite the unstable political context in Iraq and KRI, the KRI region is generally safe and current TGH areas of operation in Federal Iraq are considered safe.

Erbil city is safe, and there are no restrictions of movement within the city. Much entertainment is available such as restaurants, sport centres, parks, supermarkets, cinema etc. 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 guesthouses. Individual rooms are available for each expatriate.

Operations in Dohuk, Suleymaniya are subject to the same security condition as for Erbil.

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, to the attention of Alexandra Bourdekas, Human Resources Manager.