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| **TITLE:**  Logistics Manager | | |
| **TEAM/PROGRAMME:** Logistics Department | **LOCATION:** Slovyansk of Donetska oblast, Ukraine | |
| **GRADE**: | **CONTRACT LENGTH:**  **Permanent**  **Fixed Term** | |
| **CHILD SAFEGUARDING: (select only one)**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  This role will manage Save the Children’s emergency response logistics functions across the country.  Due to the rapidly changing context, the Logistics Manager will be asked to redeploy between different locations according to programme demands, or to support a number of locations by travelling regularly between them.  In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to:** Programme Operations & Risk Manager  **Staff reporting to this post:** 5 direct + 1 indirect  **Direct:** Logistics Coordinator, Logistics Officer, Logistics Assisatents x3  **Indirect :** Logisctics Officer NGCA  **Budget Responsibilities:** n/a  **Role Dimensions**: n/a | | |
| **KEY AREAS OF ACCOUNTABILITY : General:**   * Management of all programme logistics; implement the country logistics policies and procedures for the management of the supply chain, including oversight on all of the following areas: procurement, transport and distribution, warehousing and stock management, fleet management, communication systems, assets & IT, and revise as needed. * Ensure that Save the Children minimum standards of logistics procedures and country policies are implemented and adhered to in the area of responsibility, supporting relevant staff as required * Ensure that procedures within the Logistics Department meet Save the Children and donor regulations (including ECHO, UNHCR and OFDA)Ensure that the supply chain is appropriate and cost effective, based on budget, markets, infrastructure, nature of the Save the Children programmes, and need for timely delivery * Represent Save the Children externally with partners and at any coordination meetings (i.e. Logistics Cluster), as appropriate * Comply with Save the Children policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures * Provide advice and support to senior management , managers and staff on logistics issues, and areas related to budgeting, technical aspects of the programme, and implementation mechanisms as required * Provide logistics training and capacity building as required to all staff at Country Office and sub- Office level , and to partners as needed .   **HR & Coordination:**   * Manage and support logistics staff including ensuring appropriate team structures, clear division of responsibilities, clear objectives, and management of performance * Coordinate with sub-offices to ensure clear lines of communication and standardisation of Logistics practices * Feed into project proposals (narrative and financial), input in donor reporting where necessary and attend key program planning meetings and budget reviews * Monthly logistics reporting on procurement, stock, assets and fleet * Regular support visits to sub-Offices to strengthen capacity of Logistics staff at these locations and drive improvements in Logistics systems   **Fleet:**   * Oversight on fleet management for the country. * Ensuring standard Save the Children policies are adhered to and that fleet is managed in a cost effective and efficient way   **Warehousing & Asset Management:**   * Institute effective stock control and reporting mechanisms as per standard Save the Children warehousing best practice * Ensure an accurate asset management   **Procurement:**   * Ensure that programme purchases are made in a timely and transparent manner, that Save the Children procurement policies and procedures are followed at the optimal quality/price, and that all procurement procedures are properly implemented; * Maintain supplier database, monitor supplier performance and oversee due diligence checks on suppliers * Support with roll out of strategic procurement strategies country wide – i.e. launching tenders, putting in place strategic procurement practices | | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | | |
| **QUALIFICATIONS**  **Essential**   * Significant management experience working in an emergency response * Master’s level education in related field; a valid professional certification (CSCP; CSCM; CPSM; SCMP; etc.) from an accredited supply management institution, in conjunction with a relevant first-level university degree (Bachelor's), may be taken in lieu of an advanced university degree * Ability to synthesize and analyze information, and make clear, informed decisions * Ability to build relationships quickly with a wide range of people, both internally and externally * Cultural awareness, with strong written and spoken communication and interpersonal skills * A high level of written and spoken English * Ability to train teams, build the capacity of staff and institute strong systems * Commitment to the aims and principles of Save the Children. In particular, a good understanding of Save the Children mandate and child focus and an ability to ensure this continues to underpin our support.   **Desirable**   * Ukrainian and Russian Language skills | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * A minimum of five (5) years of relevant experience, at the national and international levels, in supply, logistics, procurement, purchasing, contracting, administration and/or other related technical fields is required. * Previous hands on experience in a supervisory/managerial capacity is required. * Previous experience in humanitarian crisis context * Experience of working in remote field bases with limited infrastructure * Experience in remote technical management   **Desirable**   * Technical experience/training in specific areas of Logistics/Procurement Knowledge of construction, project planning and management * Previous work experience in emergency duty station * Security management experience in insecure environments   Technical experience/knowledge in specific types of humanitarian intervention (e.g. IDPs) | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Caroline Haas** | | **Date:** |
| **JD agreed by: Mohammed El Hajj** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |