

<b>JOB TITLE</b> Logistics Manager	
<b>REPORTING TO</b> Deputy Response Team Leader - Operations	<b>GRADE</b> 3
<b>REPORTING TO POSITION</b> Logistics staff	<b>LOCATION</b> International, including remote and insecure locations
<p><b>CHILD SAFEGUARDING</b></p> <p>Level 3. The responsibilities of this post may require the post holder to have regular contact with children and young people. In the overseas context all posts are considered to be level 3.</p> <p>As part of these responsibilities the post holder will support the establishment of child safeguarding systems, promote a culture of keeping children safe, and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed on an ongoing basis. The post holder should report and respond to interventions as determined by position related responsibilities identified in the Child Safeguarding Policy.</p>	
<p><b>INTRODUCTION</b></p> <p>Save the Children International is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we will be able to ensure that some of the fundamental rights that we believe children have, such as survival, safety and constant access to protection and education can be guaranteed. As part of a commitment to work with children through humanitarian interventions Save the Children will support programmes in both sudden onset and chronic emergency situations.</p> <p>The purpose of the Global Roster is to support the dual mandate by ensuring that high quality personnel are deployed at speed and scale when and where emergency strikes. Global Roster members will be deployed to an emergency where Save the Children is scaling up in order to provide immediate emergency expertise. Global Roster members may also be deployed to the second phase of large scale emergencies to support Country Programmes to continue to deliver quality programming.</p>	
<p><b>ROLE</b></p> <p>This role will lead or manage the set up or scale up of all emergency response logistics functions and responsibilities and will manage logistics staff. This role will support the Response Team Leader and other members of the senior management team on the best use of Save the Children's resources, and will usually work at a country level. The role will include logistics support to large and/or complex programmes, with a broad spread of programmes, staffing, thematic interventions, and complexity. As such, the role may include remote management, management of multiple field bases or direct line management of a large single project or function. The post-holder will learn lessons from each assignment to help improve future practice.</p> <p>The main responsibilities of this post will vary according to the terms of reference for each assignment. The post-holder is likely to undertake senior deployments such as Country Logistics Manager or Emergency Response Logistics Manager.</p>	
<p><b>MAIN RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Management of all programme logistics; develop/implement the country logistics policies and procedures for the management of the supply chain, including procurement, transport and distribution, warehousing and stock management, and for the management of vehicle fleets, communication systems, and assets</li> <li>• Ensure that Save the Children minimum standards of logistics procedures and country policies are implemented and adhered to throughout the programme, briefing and supporting relevant staff as required</li> <li>• Manage and support logistics staff including ensuring appropriate team structures, clear division of responsibilities, clear objectives, and management of performance</li> <li>• 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</li> <li>• Provide advice and support to senior management on logistics issues, and collaborate with staff on budgets, technical aspects of the programme, and implementation mechanisms as required</li> <li>• Where delegated, be responsible for security management in line with Save the Children guidelines and procedures.</li> <li>• Where appropriate, be responsible for developing and implementing emergency preparedness strategies across the logistics aspects of the operation</li> <li>• Provide logistics training and capacity building as required across the programme</li> <li>• The post-holder will comply with all relevant Save the Children policies and procedures with respect to child safeguarding, safety and security, code of conduct, equal opportunities and other relevant policies.</li> </ul>	

**CORE BEHAVIOURS**

*Understanding humanitarian contexts and application of humanitarian principles*

- Leads on the development of an organisational response based on an understanding of the contexts

*Achieving results effectively*

- Accountability – ensure efficient and transparent use of resources in accordance with internal controls
- Decision making – demonstrates flexibility to adapt to plans and make decisions in rapidly changing environments
- Impact – Makes changes to improve performance as a result of information received
- Programme Quality – Creates measures and metrics to track performance

*Maintaining and developing collaborative relationships*

- Establishes clear objectives with teams and individuals, and monitors progress and performance
- Uses negotiation and conflict resolution skills to support positive outcomes

*Operating safely and securely*

- Takes appropriate, coordinated and consistent action to handle situations of personal risk and risk for others
- Reduces vulnerability by complying with safety and security protocols set by the organisation

*Managing yourself in a pressured and changing environment:*

- Able to identify, and act on, low levels of resilience in others
- Remains focussed on the objectives and goals in a rapidly changing environment
- Demonstrates personal integrity by using one’s position responsibly and fairly

*Leadership: Action; Thinking; Self; Inspiring; Developing Others*

- Delivers results and always acts with the beneficiaries in mind
- Demonstrates managerial courage by confronting difficult situations, seeking resolution and championing ideas
- Adapts plans and approaches based upon awareness of the external context
- Works to ensure that the workplace is inclusive and the talents of team members are harnessed to achieve individual and organisational success

**QUALIFICATIONS AND EXPERIENCE**

**Essential**

- Significant prior NGO experience in logistics management, within a complex/large scale country programme and in emergency response/humanitarian environments
- Substantial experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, fleet management, asset management, communications, and security
- Experience of developing / implementing a complex international supply chain to support different types of programmes, and coordinating resources to meet the programme objectives
- Experience of working in remote field bases with limited infrastructure
- Proven track-record in managing and supervising others in logistics, including training and capacity building
- Ability to synthesise and analyse complex information, and make clear, informed decisions
- Experience of advising and supporting others at all levels with logistics aspects of a programme, including strategic thinking and planning
- Ability to build relationships quickly with a wide range of people, both internally and externally
- Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities
- Strong communication (written and spoken), and interpersonal skills in English and French, with experience in managing multicultural teams

**Desirable**

- Technical experience/training in specific areas of logistics eg fleet mechanics, IT/communications networks
- Technical experience/knowledge in specific types of humanitarian intervention eg Health, WASH, Food Security
- Formal management training

**WORKING CONDITIONS**

All Global Roster members are available and ready to be deployed anywhere in the world at short notice. They will normally work unusual hours and are often working in stressful and insecure environments.

**Date:** Maggio 2014