THE JOHANNITER

Vacancy- Logistics and Construction Coordinator

Job Title:	**Logistics and Construction Coordinator** **Democratic Republic of Congo (DRC)**
Organisation:	Johanniter-Unfall-Hilfe e.V. / Johanniter International Assistance
Organisation Description:	Johanniter-Unfall-Hilfe e.V. is a German Christian non-governmental organisation, dedicated to excellence in the field of first aid, ambulance service, social service programmes and other projects in the medical and social field. The Federal Headquarters are based in Berlin, Germany. Johanniter International Assistance is the department for development co-operation, emergency relief and humanitarian assistance, implementing and supporting mostly health projects world wide. (www.thejohanniter.de)
Job Location:	**Goma, North Kivu** with frequent travels to the field
Closing Date for Applications:	**October, 11th 2015** Interviews are scheduled for October, 14th/15th 2015 **-** *please note that due to the urgency we may start selecting qualified candidates already before the closing date -*

Background:

Johanniter has been active in DRC since 1995, with a focus on North Kivu since 2008.
The overall objective of Johanniter International Assistance's Program in North Kivu, DRC, is to reduce mortality and morbidity by improving the health conditions and reducing vulnerability of IDPs and host population. Johanniter's interventions aim to improve, in close cooperation with the MoH, the provision of and access to quality primary health care and to support the improved nutrition status of children under five, pregnant and lactating women and other vulnerable people (such as elderly people, people with disability, people living with HIV/AIDS, and survivors of SGBV). Furthermore, the improved access to water, sanitation and hygiene is part of Johanniter's DRC program.

Job Description:

The Logistics and Construction Coordinator is:

- reporting to: Country Director
- next level supervisor: Head of Africa Desk
- receiving additional technical advice from: HQ Log department
- working with: A team of national and expatriate staff.
- standing in for/substituted by: Finance Administrator DR Congo, Pharmacist DR Congo

Job Responsibilities:

- Procurement of all non-medical goods according to Johanniter and donor procurement guidelines
- Manage transportation, customs clearance, storage/warehousing and distribution of non medical relief supplies to the project areas
- Base management of the main office in Goma and the field offices in North Kivu, support implementation of new offices and team houses including operation and maintenance of communication tools, IT, other technical tools and related security matters
- Develop and keep logistic tools updated
- Management and Supervision of all construction and rehabilitation work in the different projects (e.g. assessment, tenders, selection of construction companies, contract design, construction monitoring) including regular field visits
- Implement Johanniter logistic/procurement and preventive corruption guidelines and ensure smooth course of administrative and logistic process
- Supervise non-medical warehouse management
- Close cooperation with the pharmacist in the supervision and management of the procurement stock management and distribution procedures (non-medical and medical supply chain)
- Supervise and train national logistic staff (1-2 logistic officers and 3-4 drivers)
- Fleet management, procurement of vehicles and organise transport of colleagues and project visitors
- Logistic coordination of program activities
- Communicate regularly with team on-site
- Contact and collaborate with local project partners, local authorities, national suppliers and international institutions and organisations, participate in relevant meetings (e.g. Logistics Cluster)
- Inform CD about security incidents and about changes in the security situation
- Collaborate with Country Director, Finance Administrator, Medical Programm Coordinator and Pharmacist in Goma (concerning budget planning, Arreté Interministériel, monitoring, supply management and project implementation)
- Prepare monthly logistic reports and present it to the CD as part of SITREP. The report should include monthly gas oil consumptions of all vehicles.
- Field visit reports

Person Specification:

Profession/Qualification: Logistics & Construction Coordinator, relevant university degree.

Experience:

- Minimum 3 years of experience in field logistics, procurement and construction in humanitarian aid and/or development cooperation.
- Knowledge of international donor procedures, particularly with regards to logistics.
- Experience in working with international partners, donors, health and other authorities
- Fluency in French and English with excellent verbal and written communication skills required.
- Experience in the region, in particular DRC is an asset.
- Capacity to work in high risk areas and under stressful circumstances
- Networking and coordination with partners and professional clusters
- Extensive experience in vehicle and generator maintenance is an asset

Skills:

- Strong management, project planning and organizational skills.
- Cultural sensitivity and strong team competence.
- Negotiation abilities and diplomatic skill.
- Stress management and flexibility.
- Common sense and a proactive attitude.
- Sense of delegation and commitment to local capacity building.

Terms and Conditions:

Start of contract:	asap (ideally 26.10.2015)
Duration:	12 months
Remuneration:	Salary range according to the ARV-J regulations + per diem according to the German travel expense act (BRKG)

Contact

Applications, including cover letter, CV of max. 6 pages, copies of job certificates, and reference contact details of three former supervisors or employers, should be sent to: staff@johanniter.de. Please indicate “Logistic and Construction Coordinator DRC” in the subject line of your e-mail. Only complete applications will be considered. Only short-listed candidates will be notified.