

## JOB PROFILE

**Job Title:** Logistics Manager

### A. Scope of the Role

The Logistics Manager provides a support function in logistics and supply chain management to the programme teams and works closely with Programme and Project Managers to enable them to effectively deliver their projects and programmes. The role covers a broad range of responsibilities including: procurement, import and export, distribution and warehousing, fleet management, transportation and facilities management. In a large country office, the role may be split into several more specialised posts. The post is also sometimes identified as a security focal point if there is no Security Manager in the location.

Logistic Manager posts tend to be based in field offices more frequently than in Headquarters or regional offices.

### B. Connected Roles

<b>Managed by</b>	Country Director, Head of Programmes.
<b>Managing</b>	Logistics Coordinator, Logistics Officer; they may directly manage support staff potentially including Drivers, Guards and Cooks.
<b>Variations</b>	In larger operations, the post may be divided into several manager posts such as Supply Chain Manager, Fleet Manager, Procurement Manager.

### C. Skills and Competencies

The post holder will be competent at level 6 of the HAQF, working towards level 7 in some areas. They will have a critical understanding of the humanitarian sector and work as a practice-based professional.

They will display a range of level 6 and 7 characteristics from the HAQF profiles including:

- Humanitarian commitment: motivated by humanitarian work, its standards and principles
- ability to set high standards for quality work;
- Context analysis and reflection: able to work under pressure in a dangerous environment; solid understanding of links between emergency and development programs
- Leadership: ability to lead a multicultural team;
- Management: Creativity and problem solving approach to challenges; able to manage human, technical, administrative and financial resources; specific experience of designing and managing major donor projects;
- Collaborative relationships: engages and motivates people to work as a team or in partnership
- Service to crisis-affected people: highly specialised knowledge and conceptualised understanding of the needs and rights of crisis-affected people and the range of humanitarian intervention measures to meet them; ability to cope with stress.

#### Humanitarian Competencies

A Logistics Manager requires functional competencies in the following areas:

- Project management including organisational skills, issue and risk management and problem solving, monitoring, evaluation and reporting
- People management
- Financial and budget management
- Information management including analysis of data and information storage
- Communication including interpersonal and intercultural skills
- Capacity building including the ability to deliver training.

#### Functional Competencies

## C. Skills and Competencies cont.

### Thematic Competencies

The post holder will require competencies in:

- Procurement
- Import and export
- Distribution and warehousing
- Fleet management
- Transportation
- Facilities and IT management.

In addition, the post may require competencies in:

- Security management.

## D. Qualifications and Experience

### Previous Experience

The post frequently requires 3-7 years of professional experience.

### Qualifications

The post most often requires an academic qualification at level 6 or 7 (a university degree at Bachelors or Masters level) in Logistics, Supply Chain Management or a related field. A relevant professional qualification, diploma or vocational qualification in relevant areas are sometimes required. Field experience is often taken in lieu of formal qualifications.

## E. Contextual or Organisational Specific Requirements

*Specific organisations or contexts might require additional competencies or experience which may include:*

- *Organisation specific knowledge and experience*
- *Organisational value set*
- *Languages*
- *Country specific knowledge.*

## F. Additional Skills or Requirements

*Some roles may have additional skills or requirements listed which may include:*

- *IT and computer skills*
- *Ability and willingness to travel is essential for this post*
- *Driving license is usually required.*