

Standard Job Description Health ERU – LOGISTICIAN

The content in this document is standardized, except for the fields highlighted in orange, which should be completed for the specific deployment

Job title:	ERU Logistician
Country of assignment:	[To be determined]
Duration of mission:	[To be determined]
Reports to:	[To be determined]
Responsible for (staff):	[To be determined]

Organizational context and job purpose

A health Emergency Response Unit (ERU) is a standardized modular package of equipment (including, for a clinical ERU, medical equipment, supplies and pharmaceuticals) ready to be deployed on short notice with a team of highly qualified and trained (and licenced where relevant) personnel to international emergencies. The Logistician will work in collaboration with other Movement Partners, delegates, national staff and volunteers, local health authorities and affected communities as part of a team within the mandate of the International Federation of the Red Cross and Red Crescent Societies (IFRC).

The Logistics Delegate is ultimately responsible for:

- Ensuring and maintaining Logistics systems to support the efficient day-to-day operation of the ERU. This includes airport and port operations, stock management, procurement, transportation and fleet management, asset management, communication equipment (IT/Telecom), logistic staff management, logistic reporting and documentation, security, coordination and logistics support for the team.
- Support and coordinate ERU local staff to undertake professional/technical activities under the scope of logistics activities. This could include supervision, mentoring and training.
- These are complementary to the specific tasks elaborated in the ERU Deployment Order/Terms of Reference for specific operations.

Job duties and responsibilities

Airport / Port operations:

- In the event that IFRC, the Logistics ERU or Host National Society are providing Logistical support, supporting them in receiving, un-loading, clearing and transporting Health ERU goods and equipment, else leading on these activities if no support available.
- Liaise with airport / port authority and logistics services provider at the airport / port to ensure smooth reception and rapid clearance.

Stock Management

- Sourcing of local warehouses: negotiation and contract management with service providers
- In coordination with ERU Technicians manage erection of temporary warehouses if required
- Implementation and management of all warehouse stock systems ensuring that correct process and procedures are in place to track stock levels / movements in terms of consumption, Requisitions, Stock Cards, Goods Received Notes, Waybills etc.
- Ensure safe storage and warehousing facilities (if off-site) and coordinate with relevant RC counterparts, if applicable, and in close collaboration with the lead technician and partners on the ground.
- Accountable for the management of the critical supplies (Fuel, Water, Food) in coordination with ERU Technician and Administrator Delegates.

Procurement

- Accountable for all the in-country procurements and distribution, including goods, critical supplies (Fuel, Water, Food), services and works acquisitions.
- Ensure close collaboration with sending NS HQ on international / national procurement ensuring that the necessary procedures, processes and approvals are followed.
- Manage and coordinate local procurement as needed for goods and services as required and as specified by the ERU Team Lead, in accordance with ERU SOPs and following IFRC procurement procedures (including Medical Procurement Guidelines).
- Ensure that replenishment of supplies is carefully monitored and arranged to avoid the risk of stock outs.
- Follow up and monitor requisition orders for purchase of supplies (including local), equipment and other goods for the health ERU.
- Ensure replenishment supply plan is developed and if international procurement is identified, ensure it is requested in a timely manner and followed from the field.
- Maintain procurement files in line with current best practices
- Report regularly on ongoing procurements and at which stage in the process they are at.

Transportation and Fleet management:

- Identify transportation options to meet the needs of the ERU operation and organise transport.
- Coordinate and oversee fleet management (car assignments, fuel management, regular vehicle maintenance and driver staffing, field communication systems) for delegates and volunteers.
- Arrange for driver training as required.
- Manage and coordinate movement of delegates arriving and departing the country in coordination with the ERU Administrator, including transportation to/from airports

Asset Management:

- Implement a sound tracking and inventory system for all assets of the ERU.
- Manage, coordinate and maintain the inventory of the ERU equipment, including IT/Telecom equipment, general programme equipment and fleet.
- To carry accountability for the maintenance of non-specialist logistics equipment owned/operated by the ERU ensuring compliance with all regulations and quality standards.

Communication Equipment (IT/Telecom):

- Ensure that country-specific information on Radio Frequency licensing laws are followed and shared, especially considering selection of kit pre-shipment.
- In coordination with the ERU Administrator and IT/Telecoms Delegate provide communication tools to delegates and local staff (if appropriate) such as handheld radios, cell phones and ensure that everyone is trained on use and care of equipment.
- Support the installation of VHF and/or HF radios or any other mean of communication on ERU vehicles. Ensure that VHF and HF radios installed in cars remain in good working order.

Logistics Staff Management

- Provide list of required logistics staff, drivers, warehousing staff, security, procurement officers and logistics officers according to the needs of the ERU to the ERU Administrator for hiring.
- As guided by the ERU Administrator ensure that sound human resources practices are in place, and are consistent with the applicable local regulations and ERU standards.
- Train local logistics staff and volunteers ensuring capacity building of the local counterparts.
- In coordination with ERU Administrator appropriately staff all services under his/her responsibility (drivers, security guards, warehouse staff, procurement staff, translators, daily labourers, others as required) and implement an effective roster to cover regular operations as well as emergencies.
- Estimate the capacity of the National Society and train and develop the necessary skills of National Society counterparts and/or others to facilitate the handover of the logistic activities.
- Maintain regular contacts and information exchange with National Society counterparts and inform the ERU TL of available capacity.

Reporting

- Ensure appropriate document handling, stock management, consumption data, fleet management, asset management, procurement management, performance figures against KPIs are established and maintained.
- Contribute to narrative and logistics reports for the ERU TL or designate
- Prepare regular Logistics reports, warehousing, procurement, fleet, asset management and track expenditures against budget;

Security and Safety

- Support the Team Leader / Deputy Team Leader in implementing Security and Evacuation plans.
- In coordination with ERU Administrator manage security guards providing them training and equipment to carry out their duties.

Medical Logistics (for clinical ERUs, and if no medical logistician present)

- Supervision of the Medical Stores/Exit Pharmacy according to required health standards and integration of the consumption and inventory tracking with overall inventory management and reporting.
- Management of stock control system for medication, and other medical items
- Monitor stock usage and accurate record keeping in close coordination with clinical team.
- Maintenance of cold chain where applicable.
- Management of dispensary – supervision of local staff in close coordination with clinical team.
- Liaise as directed with other local and international health providers, including UNICEF / Ministry of Health for logistics services and or supplies.
- Ensure that consumption tracking of medical supplies is accurate. To use information with the guidance of the Medical Team to develop the replenishment orders.
- Work according to the Ministry of Health / WHO guidelines and meet Sphere standards.
- In coordination with the Pharmacist Delegate support the capacity of the host National Society and develop skills where possible through design and facilitation of context specific trainings

- Educate local stakeholders upon completion of the mission to ensure Medical Logistics best practises are followed for supplies of the local health care system.

Lateral relationships

- Represent the ERU to internal and external stakeholders at various levels as needed and establish and maintain effective working relationships related to logistics management, with the following entities:
 - Beneficiaries from affected communities and hired staff
 - Host National Society counterparts and volunteers
 - Red Cross Movement partners, including IFRC, ICRC, PNS, ERU delegates from other deploying NS
 - Local health authorities, UN agencies and NGOs, using formal or informal logistics cluster or similar coordination mechanism
- Ensure effective working relationships with technical and service departments at the regional level and with the Geneva Secretariat.

Context-specific tasks responsibilities

[To be determined: Use this section to provide both, a contextual description of the emergency, and of the corresponding tasks (this will assist in managing expectations of the candidate). Avoid copying the same tasks included in the sections above, and instead focus on details about the both the setting and demands for the profile. E.g. Is this a refugee camp setting? Urban area? Will the staff be working with health personnel with limited/advanced qualifications?]

Duties applicable to all staff

Duties

- Actively work towards the achievement of the IFRC Secretariat's goals:
 - Save lives, protect livelihoods, and strengthen recovery from disasters and crises
 - Enable healthy and safe living
 - Promote social inclusion and a culture of non-violence and peace
- Abide by and work in accordance with the Red Cross/Red Crescent principles:
 - To prevent and alleviate human suffering
 - To protect life and health and ensure respect for the human being
 - Making no discrimination as to nationality, race, religious beliefs, class or political opinions, and giving priority to the most urgent cases of distress
 - Not taking sides in hostilities or engaging in controversies of a political, racial, religious or ideological nature
 - Not prompted in any manner by desire for gain
 - Sharing equal status with other Societies in the Movement and equal responsibilities and duties in helping each other
- Abide by and work in accordance with the Code of Conduct and ERU Standard Operating Procedures.
- Contribute to a positive team environment and service excellence to meet the needs of affected people.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

Working Conditions

Field based position. Difficult and demanding working conditions are expected including the following:

- Due to the dynamic nature of an emergency and proximity to disaster-affected area, issues of access and mobility.
- Very basic living conditions.
- Long hours of work in a demanding context with limited resources.
- Stressful rapidly changing environment with limited information to make decisions.

Profile (position requirements)

Experience	Required	Desirable
Experience in developing, implementing and/or supporting logistics systems, including planning, management procurement, fleet. Stock/ asset management	x	
Experience of managing & supporting staff, preferably in an emergency setting	X	
Experience living or working in a cultural context other than their own	X	
Experience working in low-resource settings		x
Experience of working in an emergency response		x
Experience in working for the RCRC movement		x
Experience of supporting medical logistics activities	x	

Education	Required	Desirable
IMPACT or BTC Course (provided by the Red Cross/Red Crescent)	X	
Health ERU Training (provided by the Red Cross/Red Crescent)	X	
Other trainings: [To be determined]		

Knowledge & Skills	Required	Desirable
Able to leave for four to six weeks on short notice	X	
Fluent in English	X	
Working knowledge of another language than English		X
Fluent in French, Spanish or Arabic		X
Valid international driving license (manual gears)	X	
Competent in computer use (Windows, Microsoft Office, spreadsheets, word-processing, e-mail)	X	
Skills in training facilitation, coaching and development of staff and volunteers	X	

Core Competencies ¹	Tier 1	Tier 2	Tier 3
Movement context, principles and values	✘		
National Society Capacity Strengthening	✘		
Coordination	✘		
Assessment	✘		
Direction Setting and Quality Programme Management	✘		
Information management		✘	
Resource management		✘	
Safety and security		✘	
Transition and Recovery		✘	
Community engagement and accountability	✘		
Protection, gender and inclusion	✘		
Environmental sustainability		✘	
Collaboration and teamwork		✘	
Conflict management	✘		
Interpersonal communication		✘	
Cultural awareness		✘	
Judgement and decision making		✘	
Motivating others		✘	
Personal resilience		✘	
Integrity		✘	

Hiring manager's name _____

Signature _____

Job title _____

Date _____

¹ There are four tiers of competency, each with a set of indicators. Tier definitions as per IFRC's *Core Competency Framework for Surge Personnel* (<https://ifrcgo.org/global-services/assets/docs/SURGE%20CORE%20COMPETENCY%20FRAMEWORK-A4-Final-20191210.pdf>) are: **Foundational tier:** Foundational knowledge needed to build a deployable level of competency in this area. **Tier 1:** Displays a practical understanding of effective day-to-day behaviours for this competency and able to function effectively as part of a Red Cross Red Crescent team. **Tier 2:** Displays impact for this competency by providing advice and guidance to others within a defined scope. Translates strategic decision into sectoral direction. **Tier 3:** Models the behaviours and creates an environment which enables these behaviours to be displayed. Operates at a strategic, multi-sectoral level in a response of any magnitude.