

TEARFUND JOB PROFILE

ROLE	DMT LOGISTICS MANAGER
PROGRAMME	DMT HAITI
LOCATION	PORT AU PRINCE
DATE REVIEWED	JANUARY 2010

PART 1 – JOB DESCRIPTION

1. MAIN PURPOSE OF JOB

As part of the senior management team, to provide the team with the logistical capacity to set-up, implement, manage and co-ordinate a programme in the country of assignment; to co-ordinate and maintain the logistics systems and staff to ensure procurement and supply of goods to the programme as required.

2. LINE MANAGEMENT / POSITION IN ORGANISATION

- DMT Grade A3
 - May deputise for grade A1
 - Reports to Programme Director
 - “Dotted line” accountability to the Operations Support Manager in UK
 - Manage programme logistics staff
 - As a member of the senior management team, closely coordinates with Programme Director, Deputy Programme Director, Area Coordinators HR Manager and where appropriate sector heads.
 - Liaises closely with UK Technical Officer & Logistics Officer
 - Liaises closely with senior officials of organisations in country of assignment.
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3. DIMENSIONS AND LIMITS OF AUTHORITY

- Approve expenditure on approved operational and programme budgets for which you have delegated responsibility up to £10,000.
 - The above is subject to changes in the Disaster Management System.
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DUTIES AND KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

Programme Strategy and Planning (5%)

- Participate with the senior management team in developing the country strategy and associated implementation plans / programme budgets.
- Ensure mission purpose, strategic goals and programme objectives are communicated amongst programme staff to create mutual understanding and ownership.
- Advise the Programme Director of significant logistics issues affecting programme implementation.

Corporate Policies, Management Systems and Procedures (5%)

- Contribute towards the promotion and adherence to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Ensure internal management systems and policies (e.g. PIM/DMS) are established, and monitor field-based operations to maintain compliance.
- Ensure that logistics systems and procedures comply with all host country's and relevant donor's legal, contractual and statutory requirements, in particular relating to vehicle fleet management, driver competencies, importation of goods and communications equipment licences.

Financial Management & Accounting (5%)

- Oversee and manage the budget for head office infrastructure, fixtures and fittings (e.g. furniture, equipment, consumables) and estate management.
- In consultation with the Finance Manager :-
 - Agree payment terms and conditions with commodity suppliers and oversee timely processing of all invoices.
 - Devise and instigate mechanisms to monitor and manage logistics costs including fuel consumption, vehicle maintenance, freight haulage, and commodity costs.
 - Ensure compliance with the fraud policy.

Team Management (10%)

- Lead and manage the logistics function of the country programme, encouraging effective team work and providing proper supervision, guidance and mentoring.
- Ensure that all staff in the logistics function understand their individual and collective responsibilities for security, safety and well being; monitor and encourage good health and safety work practice within the team.

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- Ensure that record keeping and information requirements laid down by the Health & Safety Officer and the Personnel and Administration Manager are met by the logistics function.
- As line manager :-
 - Conduct 6-monthly performance appraisals and encourage the personal development of each individual (including personal development plans and the identification of training needs).
 - Conduct exit interviews, disciplinary and grievance procedures, as required.
- Ensure that all line managers within the logistics function :-
 - Conduct 6-monthly performance appraisals and encourage the personal development of each individual (including personal development plans and the identification of training needs).
 - Conduct exit interviews, disciplinary and grievance procedures, as required, for staff in the logistics team.
- Ensure that all logistics staff respect local cultural customs and norms.
- Where appropriate provide pastoral support to logistics staff.

Spiritual Leadership (5%)

- As line manager, responsible for the spiritual leadership of staff to support their spiritual well being and encourage adherence to Tearfund's Christian distinctiveness.
- Responsible for the support of all line managers in the logistics function in their own spiritual leadership roles.
- Lead and participate in spiritual sessions of worship, prayer, teaching and reflection and be committed to the outworking of Tearfund's Missions, Values and Beliefs Statement.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

In countries where Tearfund needs to employ non-Christian staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

Personnel Management for the Programme (5%)

- As part of the senior management team, promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- In consultation with the HR Manager, define the logistics team composition and assist in logistics staff planning, recruitment, induction and training and development for all staff as appropriate.

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- Assist the field management in defining local team composition, management structure and manual labour needs including rostering of shift and casual workers- to fulfil warehousing, procurement and distribution / transport duties.
- Assist the HR Manager to ensure that legal context, local practice and Tearfund Policy are considered on matters of employment practice (including salaries) for national staff and daily contracted manual labour.

Good Practice and Institutional Learning (5%)

- Ensure team and staff carry out logistics activities in accordance with Tearfund policy and signatory codes of conduct and accepted good practice.
- Promote opportunities to encourage openness to learning from staff and assist in identifying issues from operational experience for analysis, dialogue and possible incorporation into future best practice and policy formulation.

External Relationships / Representation (10%)

- Build positive working relationships with government, local communities, UN, NGOs, procurement agencies and suppliers in support of an effective and efficient logistics function.
- Build the capacities of selected Tearfund partner organisations by providing logistics advice / training, as required, in close liaison with Regional Teams.
- Attend relevant inter-agency coordination meetings as required.

Logistics / Technical Sectors (60%)

- Provide technical advice and support to the Technical Logistician(s) on all logistics matters.
- Carry out the responsibilities below except where delegated for a specific geographic area to a Technical Logistician, in accordance with Tearfund's standard procedures.
 - **Procurement (10%)**
 - Establish and maintain a functional procurement office for procuring supplies and equipment to support programme interventions, monitoring purchase request status, maintaining an effective filing system and updating stakeholders.
 - Liase with project staff directly, or through the Technical Logistician if one is appointed with procurement responsibilities, to identify procurement needs and define material specifications.
 - Identify potential local (programme area) sources of required goods and services, meeting supplier representatives as appropriate, request and assess competitive quotations, agree prices and delivery dates, monitoring progress / status regularly, updating relevant stakeholders.

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- Ensure that donor restrictions are communicated to and understood by field management and main suppliers.
- Ensure all staff in the procurement function understand and comply with Tearfund's standard procedures.

- ***Warehousing and Commodity Management (10%)***
 - Identify warehousing requirements and arrange suitable physical facilities for storage at all sites within budget, including managing security and warehouse staff.
 - Establish and maintain a stock inventory management system, and provide reconciled stock reports.
 - Ensure documentation and reporting of losses / damages. Oversee reconstitution of damaged or short weight commodities and arrange destruction of infested and damaged items.
 - Coordinate with logistics and project staff to ensure efficient, timely release /despatch of goods to project sites.
 - Ensure there is sufficient local insurance for commodity goods in store, in consultation with the Finance Manager and HR Manager.

- ***Distribution (10%)***
 - Overall responsibility for the timely and effective movement of commodities to/from project sites, determining transport requirements and organise distribution plans.

- ***Transport / Fleet Management (10%)***
 - With senior management team, define vehicle fleet needs, develop vehicle usage plans and operating/capital cost budgeting.
 - Responsibility for deployment/daily use, security and servicing, fuel and spares/tools storage, use of project & office vehicle fleet within own location and oversight of whole programme fleet.
 - Provide technical advice on vehicle specifications, ensuring staff are familiar with vehicle features and their correct usage. Conduct or arrange additional training where necessary for local or expatriate staff to cope with the local driving conditions and type of vehicles.
 - Ensure all vehicles are imported and custom cleared correctly with full documentation and subsequently appropriately registered and insured in country to meet all local legal requirements.
 - Ensure all those authorised to drive Tearfund vehicles (formal drivers and team members) meet the standard, have up to date licences valid for the country of operation and are medically fit to drive.

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- *Communications / Information Technology (10%)*
 - Establish and maintain permanent telecommunications and IT systems coverage at all programme offices (telephone, fax, computers, e-mail, HF/VHF/UHF radio, sat phone, antennae and radio communications room set up).
 - Ensure that all necessary radio permits & licences are obtained.
 - Ensure staff are trained and proficient in correct equipment usage and required communications protocols, carrying out or arranging direct training as required.
 - Provide technical support / advice on IT / communications needs as required.

- *Asset Management (5%)*
 - Ensure that all assets are uniquely referenced and able to be tracked and establish and maintain an accurate, detailed and up to date fixed asset register, receiving data from the Technical Logisticians and providing monthly updates to the senior management team and Technical Support Officer (in UK).
 - Ensure acquisition and disposal of fixed assets meets Tearfund and the relevant donor requirements, with the support of the Finance Manager, HR Manager and within the delegated authority of the Programme Director and Technical Support Officer.
 - Ensure that fixed assets are correctly depreciated on a monthly basis to provide an accurate reflection of the current asset values with the advice of the Finance Manager.

- *Estate Management (5%)*
 - Oversee the obtaining, maintenance and management of adequate offices and accommodation and associated utilities to ensure an effective and efficient environment for programme and staff support.

The post-holder will, at all times, carry out his/her responsibilities with the utmost respect for the protection of children in accordance with Tearfund's Child Protection Policy.

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INFORMATION FOR APPLICANTS

- Tearfund seek as an organisation to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.
- All staff also take part in devotions, away days and retreats

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PART 2 – PERSON SPECIFICATION

Logistics Manager

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Degree and/or appropriate (equivalent) qualification 	<ul style="list-style-type: none"> • Associated Technical qualification
EXPERIENCE	<ul style="list-style-type: none"> • Proven technical (sector specific) experience • Proven experience in the following areas:- <ul style="list-style-type: none"> ○ Project implementation ○ Logistics experience ○ Strategic planning ○ People management • Proven driving experience 	<ul style="list-style-type: none"> • Working to SPHERE Standards, People In Aid and Red Cross Codes of Conduct
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Leadership skills • Negotiation and representation skills • Analytical skills • Problem solving skills • Training skills • Excellent written and verbal communication skills (including ability to communicate effectively in a particular language other than English for some Programmes) • Ability to learn fast • Computer literate • Administrative skills • Ability to communicate confidently and comfortably about own personal faith • Ability to lead and facilitate team prayer and Bible studies • Ability and commitment to apply biblical principles prayerfully within all aspects of the role • Full clean driving licence 	<ul style="list-style-type: none"> • Health and Safety at work • Basic spoken French

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PERSONAL QUALITIES	<ul style="list-style-type: none">• Committed evangelical Christian• Humanitarian & Christian motivation• Emotionally and spiritually mature• Team player• Understanding and sensitivity to cross cultural issues• Commitment to accountability to beneficiaries and transparency, giving them dignity and respect, and demonstrating listening and understanding• Flexible and adaptable to ever changing environments• Ability to remain calm under pressure• Diplomatic and determined• Willingness to travel and live in basic conditions• Committed to an evangelical Christian church• An understanding of and a commitment to Tearfund's Mission, Values and Beliefs Statement	<ul style="list-style-type: none">• People developer and motivator• Contributing to an evangelical Christian church
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